



SUMMERVILLE SOUTH CAROLINA

PARKS AND RECREATION DEPARTMENT

SPECIAL EVENT PERMIT GUIDE



Permit Guide Overview

When do I Need a Permit?

A Special event permit is **required for any/all of the following**:

- **Organized activity with fifty (50) or more people** using publicly owned, managed or controlled property (including Right-of-Ways).
- **Organized parade or public meeting or assembly or picketing, no minimum number.** It is unlawful for any person to hold, manage, conduct, aid, participate in, form, start or carry on any parade or public meeting or assembly or picketing (as defined in Chapter 24 Article II of the Town ordinances) in or upon any public street, park or other public grounds in the town unless and until a permit to conduct such meeting, assembly, parade or picketing has been obtained in compliance with the provisions of this division. Applications for these must be submitted at least 60 days in advance of the requested event date. Late applications may be accepted if filed sufficiently in advance of the date of the proposed activity to enable the town to determine that such activity meets the requirements.
- **If an organization is requesting use of power.** If requesting access to power at any Town owned park or pavilion, the requester is required to submit a permit regardless of the event size.

What types of permits are not allowed?

- **The Town of Summerville does not allow the use of any Town-owned property for the purpose of profit** (unless for charitable donations). No admission fees can be charged except entry fees to races/walks for the purpose of raising funds for a designated 501(c) 3 charity.
- **Town Hall buildings are strictly prohibited** with the exception of meetings/events conducted by government agencies and Chambers of Commerce.
- **Most public property cannot be reserved for the exclusive use of one group**, and access to the general public must be available at all times. All events are expected to be family-friendly in nature.
- **Multi-day permits that exceed three consecutive days**; no permits will be approved for an event that will last longer than three days.

How it Works

Applications for parades/processions/assemblies shall be submitted no less than 60 days in advance of the requested event date. All other applications shall be submitted a minimum of 45 days in advance of

the requested event date. Permits may be submitted up to one year in advance of event date and must be submitted online by visiting, <http://summervilleesc.gov/166/Special-Event-Permits>

What is required to submit a permit?

- 1) Complete the online permit form.
 - a. On the website there are two separate permits, the General Special Event permit and the Hutchinson Square Special Event permit. If you are requesting use of Hutchinson Square OR the Downtown Summerville area you must complete the Hutchinson Square Event Permit. All other requests for Town locations, not located in the above areas, can be submitted using the General Special Events Permit.
- 2) Create & attach an event map, event timeline and the DREAM acknowledgment form.
 - a. Once you have completed the online form you will hit “Submit and Sign” this will automatically pull up a new screen where you must attach the additional required documents. These include:
 - i. **A detailed event map:** This should be a layout of your event **at the actual park or space you are requesting**. DO NOT simply attach a map with a picture of the park, we need to see your layout in that space. The map should include information about all the activities you are requesting to do and where they will be located, locations for police/ barricades, locations for porta-potties, etc. If you are requesting a road race this should include a map of your route and details about road closure locations.
 - ii. **A detailed timeline:** This should include all important information about your proposed event, including detailed times, locations, information about set-up and breakdown, additional information about crowd control, plan for controlling and disposing of trash and any other important logistics about the event.
- 3) Pay \$25.00 application fee and required deposit.
 - a. Applications will not be processed until the \$25.00 application fee is paid in full. The application fee is nonrefundable and nontransferable. The deposit will vary based on the length and nature of your event. These fees can be paid after your event is approved. Pay here <https://summerville.seamlessdocs.com/f/EventPayment%20>

After your permit is submitted the process will vary depending on the type of event you or your organization are hosting. While reviewing and processing your materials, staff may be in contact with you to provide updates, recommendations, and/or requests for additional information. This process is a collaboration among many other Town Departments as well as your organization. Please note that after a permit has been submitted it cannot be edited so please submit as much information as possible when you submit it.

Date Requests

Event date and facility location requests will be handled on a first-come, first-serve basis. The requested date will be held **ONLY** after the special event application has been submitted and approved from all

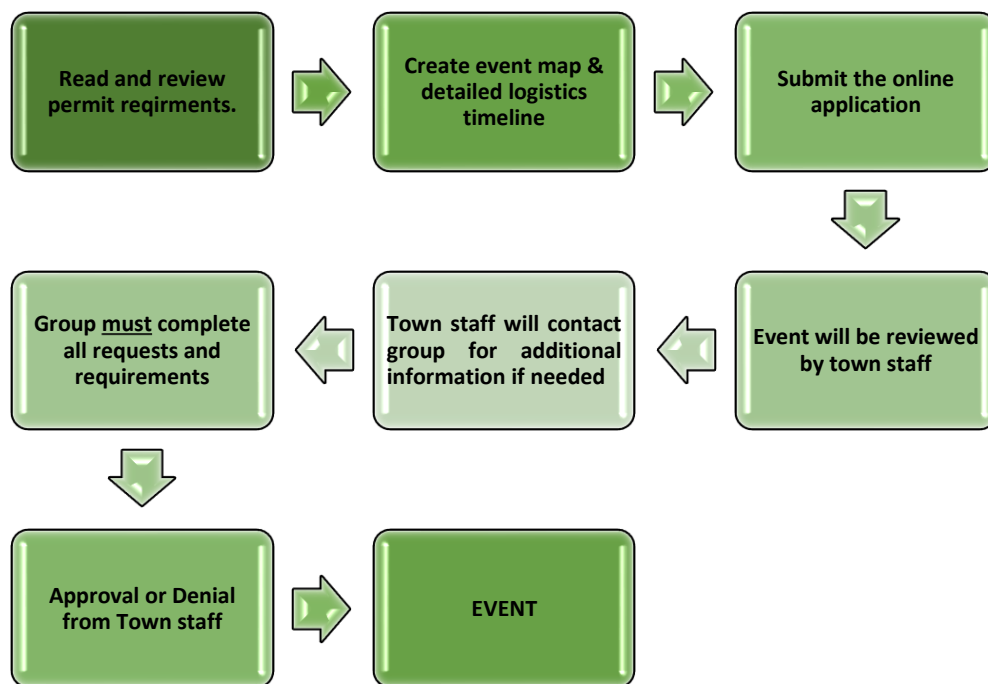
departments. Only one event will be permitted per space per day. Meaning, back-to-back permits at the same space on the same day will not be allowed.

To check available dates please contact the Special Events Coordinator at 843-510-0005.

Event permits may be submitted as early as one year prior to the proposed event date.

How long will it take to hear about my permit?

Depending on the request, the process can take anywhere from two weeks to a few months to complete. Permits not submitted within the required timeframe of 45 days or more, meaning submitted less than 45 days out from the proposed date, are not guaranteed to receive a response regarding their permit. Delays may occur if your event requires a special meeting or additional clarification. **Please do not begin advertising your event until your application is approved.**



Note: Not all of the steps above apply to every event. Some events are much more complex than others. Town staff will manage and review each event application individually and strive to ensure that every last detail is addressed.

Section I

Street Closing Guidelines

- An approved Special Event Permit is required for any event where road closures will be requested, regardless of the number of participants expected.

- For any parade, road race/ walk or an event that will have people relocating from one location to another via public roads the event organizer will be required to hire Summerville Police officers to close any roads proposed as part of the walking or running route. The number of officers needed will be determined by the Summerville Police Department.
- Town Streets where closures are **NOT** permitted:
 - Main St. with the expectation of: The Town of Summerville Tree Lighting Ceremony and The Flowertown Festival.
 - Laurel St. during the months of Miracle League Games, typically December to May.
- All proposals will be reviewed by the Police Department to ensure that public safety will not be compromised and traffic control, detours, and closures are appropriate.
 - It is the responsibility of the Event Organizer to reserve and pay for Police officers. Cost of officers is \$30.00 an hour per officer with a (4) hour minimum. To arrange officers, the event organizer must contact Karen Failla, kfailla@summervillsc.gov, (843) 285-7500 with the Summerville Police Department.

Information about using/requesting barricades:

- Requesting organization will be responsible for renting appropriate barricades and detour signs required for their event. Barricades must be requested during the permit process. The number of barricades and location should be specifically indicated in the permit notes and location should be shown on the permit map.
- Barricades do not replace the need for Police Officer but can be requested in addition to the required officers needed to close streets.
 - Cost - \$25.00 per barricade
- Barricades will be delivered to the approved locations the day of the event. Event organizers are responsible for placing the barricades as needed, breaking them down after the event, and returning them to the original delivery location.

Section II

Alcohol Guidelines

No sale of alcoholic beverages, other than beer and/or wine, is allowed on Town property. Beer and/or wine sale and consumption is allowed only for designated outdoor facilities. Any sale or consumption of beer and/or wine on Town premises without written authorization (requirements listed below) is unlawful.

The Town of Summerville Police Department and State Department of Revenue representatives will independently review your event plans and alcohol management strategies. Both the Police Department and managing town department may place restrictions on the way in which alcohol is managed at your proposed event.

The following conditions apply to all written authorizations for the sale of beer and/or wine:

- A. You will be required to obtain a permit from the South Carolina Department of Revenue and provide a copy to the Town of Summerville. In addition, the requesting organization must meet the insurance requirements set forth by the Town on the following pages. Laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest. More information is available at <https://dor.sc.gov/tax/abl> or 803-898-5864 or abl@dor.sc.gov
- B. Area in which sales may take place must be designated and shown on a map.
- C. At least one or more police officers are required to be present, as well as have an ID check station. Wristbands or hand stamps will be required by any individual wishing to purchase beer and/or wine at a designated event. Event organizers are responsible for staffing and handling the ID check tent.
- D. Bring Your Own Beer/Wine will not be allowed on any town property during any event or rental.
- E. Beer & wine liability and general liability insurance requirements must be met.
- F. Seller must follow all local and state guidelines regarding the sale of alcohol.
- G. Seller must serve alcohol in either unbreakable plastic cups or aluminum cans.
- H. Seller is responsible for clean-up.
- I. In the case of “beer gardens”, no one under the age of 21 will be permitted in the designated area.
- J. The sale and consumption of alcoholic beverages at Town-sponsored events or on Town property is restricted and limited to the area that is approved as part of the authorization process. No person shall bring, carry or transport any alcoholic beverage into or onto any site in which a special event is taking place or where alcohol is being sold or served.
- K. Seller is responsible for all damage to persons or property caused by or related to Seller’s activities.

Section III

Special Events Liability Requirements

A certificate of insurance naming the Town of Summerville as additionally insured will be required for all Major Events and in some cases, for smaller events as determined by the Town of Summerville.

Note: A Major Event is a Special Event that impacts multiple town departments, has 500 or more people in attendance, and has an impact on any street, right-of-way, and/or Town-owned or managed park or facility.

All events that include the use of fireworks, live animals, motorized/mechanical vehicles or equipment, inflatables (jump castles etc.) or other amusement rides, bungee cords and similar devices, trampolines,

rebounding equipment or alcohol are required to obtain a copy of the contracting companies' certificate of liability insurance naming the Town of Summerville as additionally insured.

Events that include amusement rides must also provide a copy of the inspection report from the South Carolina Office of Elevators and Amusement Rides.

Liability Required	Each Occurrence
<u>General Liability</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
<u>Beer & Wine Liability</u> (If alcohol is being served) Bodily Injury & Property Damage Combined Single Limit	\$1,000,000

THE TOWN OF SUMMERVILLE MUST BE NAMED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY. The address should be as follows:

Town of Summerville
 200 S. Main St.
 Summerville, SC 29483

Section IV

License & Permit Requirement

The Event Permit Holder is solely responsible for obtaining all of the following (applicable) licenses and permits and must submit copies to the Town of Summerville no later than two (2) weeks prior to the event. Failure to remit copies to the Town of Summerville may result in the redaction of the event permit.

- SC Dept. of Revenue Retail License
- Town of Summerville Business License
- SC Dept. of Revenue Special Event Beer and Wine Permit
- SC DHEC Food Service Permit
- SC Dept. of Elevators and Amusement rides inspection report
- SC Dept. of Labor, Licensing & Regulations Commercial Outdoor Display Permit

SC Dept of Revenue Retail License:

Per the South Carolina Department of Revenue, every person who engages in business in the State of South Carolina as a retailer must obtain a retail license before making any sales. To view information on or about obtaining a SC Retail License please visit: <https://dor.sc.gov/tax-index/registration>

Town of Summerville Business License:

Per section 8-31 of the Town of Summerville Code of Ordinances all participating businesses, vendors, musical acts etc. must obtain a Town of Summerville Business License prior to participating in special events. A special event business license may be obtained no more than two (2) times per calendar year at a rate of \$10 for in-town businesses and \$20 for out-of-town businesses. Vendors that plan to participate in two or more events per year should apply for a regular business license.

The event organizer may include the Business License fee in the vendor packet and obtain a business license on behalf of the vendor or the vendor may procure the license themselves no later than five (5) business days prior to the event.

SC Dept. of Revenue Event Beer & Wine Permit:

Per the South Carolina Department of Revenue, event organizers wishing to sell beer and wine at their special events must obtain the above permit. A copy of the final approved permit from SLED must be emailed to the Special Events Coordinator and Police Department Admin at least two (2) weeks prior to the event. The Town of Summerville does not permit the sale of Liquor on Town owned property and event organizers should only apply for the Special Event Beer & Wine Permit. Additional information about requirements and how to apply can be viewed here: <https://dor.sc.gov/tax/abl/licenses/special-events>

SC DHEC Food Service Permit:

Any mobile food unit or vendor selling prepared foods must obtain a DHEC Food Service Permit. All food vendor will be required to provide documentation/ copy of this permit, with the exception of those listed as except vendors on the DHEC website. To obtain this permit or view exceptions please visit: <https://scdhec.gov/food-safety/retail-food-industry/laws-applications/food-safety-how-apply-food-permit>

SC Dept. of Elevators and Amusement Ride Inspection Report:

Any vendor providing amusement rides should be licensed and inspected by the Office of Elevators and Amusements Rides. Documentation of this inspection should be email to the Special Events Coordinator at least one (1) month prior to the proposed event date. Additional information can be found here: <https://llr.sc.gov/elevators/>

SC Dept. of Labor, Licensing and Regulations Commercial Outdoor Display Permit

Anyone proposing to host a public Fireworks Display should begin the permit process by contacting the Town of Summerville Fire Marshall, Ben Bunting, bbunting@summervillesc.gov. The Fire Department will then assist the event organizer with acquiring the appropriate Town and State Permits.

Permit Fees

Application	\$25.00 (non-refundable)
Deposit	\$100.00 - \$200.00 (varies as noted above)
Police Officers	\$30.00 per hour, per officer (4-hour minimum)
Fire Inspector (special inspection)	\$30.00
Parks and Recreation Staff	\$25.00 per hour, per employee

Barricades	\$25.00 per barricade, per day
Returned Check Fee	\$35.00 may also result in event cancellation
Business License	Varies by business

Section V

Other Event Conditions

Prohibited Practices

- Games of chance and gambling, this includes Bingo games where an entrance fee will be charged and prizes will be given without appropriate licenses.
- Alcohol (without prior approval and appropriate permits).
- Off-leash Dogs
- Use of firearms, sparklers, or open flames
- Balloon releases
- Any activity that requires stakes or poles unless authorized
- Any activity that is not listed and approved on event permit
- Any activity which violates Federal, State, County or Town law, code or policy.

Alterations to Parks & Facilities and Event Signage

- Alterations to park facilities, including attaching decorations and displays are prohibited unless written permission has been given from The Town of Summerville Parks and Recreation Department during the application process. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. The town reserves the right to regulate placement and method of placement of items or structures in any Town park facility.
- Nothing may be staked into the ground at any Town facilities. Event organizer is responsible for all damage to persons or property caused by or related to violation of this policy.
- Fastening or attaching any rope, sign, banners, fliers, or other objects to tree, shrubs, fences or park features including light poles on Town of Summerville property is strictly prohibited.

Tables, Chairs, Tents & Outside Items for Setup

- Tables, chairs, tents and other setup items are permitted in the park depending on the location requested.
- A layout of the event, including the tables, chairs, tents, attendee seating, porta-potties and other item locations, must be submitted with the application. This must be a detailed layout of how your event will be laid out at the actual location you are requesting. Approval will be given prior to the event. Tables, chairs, tents and other items for setup **will not** be provided by the Town of Summerville.
- If tables and chairs are rented, they must be picked up and returned the same day as your event.

Sound System

- No sound system or related equipment is provided by the town.
- Permitted hours for music/entertainment: 7am – 10pm.
- Complaints of loud, disturbing or unnecessary noise can result in the immediate revocation of the permit by the Town of Summerville Police Department.

Electricity

- Any and all events requesting use of electrical outlets or power must submit a special event permit. Power will not be turned on unless an approved Special Event permit has been issued.
- The town withholds the right to require an additional charge for electricity based on proposed usages.
- Power provided by extension cords shall be grounded and shall not be placed over walking surfaces. Cords must be covered and protected by a cable ramp/protector to prevent tripping hazards.
- Generators must be shown on the event layout map and must be cautioned and coned at the event organizers expense.

Fireworks or Bonfires

- For events with any bonfires, you are required to hire an off-duty firefighter to staff the event for the duration of the burn time.
- Public fireworks display must meet all fire code regulations set by the Town of Summerville Fire Marshall and be approved by both the State and the Town before you are authorized to shoot. In order to start this approval process, you should directly contact the Town Fire Marshalls off at (843) 851-4236.

Film Permits

- Someone interested in using Town owned property for filming should complete the same online permit application used for all Special Events. Based off the timeline for filming the permit will be reviewed accordingly. Fees will be assigned based on the scope of the project.

Food Sales

- Any and all food sales must be included in the application. All vending and cooking equipment must remain in the asphalt areas of the facility in use. No cooking will be permitted on the grass. If food setup is not part of a food truck, all equipment being used must be submitted such as fryers, grills, etc.
- Requirements for food trucks & food vendors: it is the event organizers responsibility to ensure that all food vendors attending the event meet the below requirements. All food vendors must:
 - Have a current Town of Summerville Business License and remit Hospitality Tax to the Town of Summerville.

- Have a SC DHEC Food Service Permit.
 - Have a Fire Inspection by the Town of Summerville Fire Department.
 - Have a SC Dept. of Revenue Retail License.
- Food trucks must be placed with at least 10 feet between each truck. Violations of this could result in violation and fine from the Town of Summerville Fire Department.

Sanitation/Garbage

- The clean-up and removal of all trash is the sole responsibility of the event host. Garbage receptacles provided in various parks are for general, daily park use and may not be utilized for special event waste.
- It is the event organizer's responsibility to make arrangements for additional trash and recycling receptacles.
- Locations of additional trash receptacles must be included on the map submitted with the permit application. Garbage receptacles may be set-up no earlier than 24 hours in advance of the event and must be removed from Town property within 24 hours post event. If the event is on a Saturday, items can remain until 8:00 AM Monday unless there is an event scheduled for that Sunday.

Restroom Facilities

- Minimal restroom facilities are available at each park and/or facility. In cooperation with the Americans with disabilities Act, at least one portable toilet is to be handicap accessible.
- The location of all toilets, hand wash stations and garbage receptacles must be approved by the Town of Summerville. It is the event organizer's responsibility to make all arrangements (drop off and pick up) and pay any fees.
- Toilets and hand wash stations may be set-up no earlier than 24 hours in advance of the event and must be removed from Town property within 24 hours post event. If the event is on a Saturday, items can remain until 8:00 AM Monday unless there is an event scheduled for that Sunday.
- No public bathrooms are available for events at Brown Family Park. Event hosted at this location are required to rent and provide portable toilets.

EMS/Medical

- The event organizer is responsible for securing EMS/Medical staff for the event. The number needed will be determined by the company you choose and based on the anticipated size of your event.
- EMS/Medical is required for any event with 1,000+ in attendance.

Parking

- Vehicle parking must be in the designated, paved parking spaces. Participants must adhere to all parking regulations.
- A detailed plan for controlling parking, pedestrian traffic and crowds should be included when your permit is submitted online.