



CITY OF SIMPSONVILLE  
118 NORTH EAST MAIN STREET  
SIMPSONVILLE, SOUTH CAROLINA 29681

## Special Event Application

Non-Refundable Processing Fee: \$50.00

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

### Special Event Application

This application must be completed and submitted to the Special Events Coordinator not less than sixty (60) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. **ALL** questions must be fully answered. If a question does not apply, please write "Does not apply" in space. **NO** question should be left blank. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms must be released upon the request of any citizen as provided by the Freedom of Information Act. Additional information or a lease contract may be necessary for permit approval of certain events. Completion of this form is voluntary; however, failure to do so will prevent processing of your application. **Incomplete applications will not be processed.**

The permit application process begins when you submit a completed Special Event Permit Application to the City of Simpsonville Special Events Coordinator. **Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by ALL affected City departments.

Depending on the size and type of event, the City may require personnel including Police, Fire and/or Staff person to work the event. All city personnel involved during the day(s) of the event will be charged back to the organization as stated on the event form. Each department shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the city.

**Special Event Application**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Specific Location of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers License: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Web Site: \_\_\_\_\_

**Insurance Requirements**

Name of Non-Profit Organization: \_\_\_\_\_

Check one:  501c3  501c6

Does your event carry liability insurance listing the City as co-insured?  Yes  No

Coverage Amount: \_\_\_\_\_

**A copy of liability insurance should be turned in with completed application showing: The City of Simpsonville  
118 N E Main Street Simpsonville, SC 29681 as Certificate Holder**

**VENDOR INFORMATION**

Do you plan to serve food and beverages at the event?  Yes  No

If Yes, Fill out below vendor(s) information:

VENDOR	COOKING METHOD	FOOD ITEM(S)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**All outside vendors must have a business licenses with the City of Simpsonville.**

**EVENT LAYOUT:**

Please illustrate the layout of the event (i.e., location of entrance, admission, tents, bathrooms, parking, stages, etc.)

**EVENT SET UP**

Will tents be used for the event?  Yes  No

If yes, list how many and location(s): \_\_\_\_\_

Please describe the size and type of tents and whether they will be secured by stakes or water barrels

\_\_\_\_\_

Will your event use amplified sound?  Yes  No

If yes, what will it be used for \_\_\_\_\_

Have you contracted for mechanical rides, space walks or other attractions?  Yes  No

If yes, what company? \_\_\_\_\_

Will any signs or banners be erected?  Yes  No

If yes, please list size and locations \_\_\_\_\_

Will you need water hookup?  Yes  No

If yes, please list locations \_\_\_\_\_

Describe any power needs and location of power source \_\_\_\_\_

\_\_\_\_\_

Describe sanitation provisions (trash cans or roll cart pickup/disposal during event): \_\_\_\_\_

\_\_\_\_\_

Will generators be used?  Yes  No

If yes, list number, size and locations \_\_\_\_\_

\_\_\_\_\_

**(Generators can be provided for an additional charge, if available)**

Have arrangements been made for restroom facilities?  Yes  No

Location(s) \_\_\_\_\_

\_\_\_\_\_

**\*At any time damage is caused to water line, you will be responsible for repairs**

**City Services**

Do you need the City of Simpsonville to provide the following services?  
(Reimbursement to the City will be required for the services.)

Roll Carts:  Yes  No How many? \_\_\_\_\_ Location(s): \_\_\_\_\_  
Attach map/diagram

Date and time Roll Carts to be emptied? \_\_\_\_\_

Date and time Roll Carts to be picked up? \_\_\_\_\_

Barricades:  Yes  No How many? \_\_\_\_\_ Location(s): \_\_\_\_\_  
Attach map/diagram

Event Sanitation/Post-Event street and property clean-up:  Yes  No If yes, Describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Public Works Phone: 1-864-967-9531 Fire Dept. Phone: 1-864-967-9545**

**Public Safety  
SECURITY & SAFETY QUESTIONS**

*IMPORTANT NOTICE: The below questions are used to assist the Simpsonville Police Department (SPD) in determining what level of police security, if any, is needed at the event. It is imperative that you answer truthfully in order to prevent your event from being shut down on the night/day of the event for failing to receive the proper event permit. This event permit application is **NOT** a request for police security. If you request a police presence, or your event requires a police presence, then it is up to you (the event permit applicant) to contact the SPD directly for this request. **THE POLICE DEPARTMENT WILL NOT CONTACT YOU.** The SPD is located at 405 E. Curtis Street, Simpsonville, SC 29681. **The Event Organizer must secure a contract (i.e. Security Agreement) for police services from the Chief of Police for events that require a police presence.** The separate Security Agreement must be signed at least 72 hours prior to the start of the event or else the event will be declared cancelled. You must understand that the cost for all police security is \$35 per hour / per officer (minimum of 2 hours per officer). The number of officers required will be determined by the information provided in this application. **The Chief of Police has the final determination on the number of officers per event.** You will be invoiced after the event for the amount of time the officer(s) worked. You will have 30 days to remit payment. In the event that a separate security agreement is signed with the SPD and the event is canceled, it is the responsibility of the applicant to notify the police department. Failing to notify the SPD at least 12 hours prior to the designated event start time will result in a minimum of a 2 hour charge for each officer that signed up to work the event. Contact the non-emergency line at the SPD to cancel police security for an event (864-967-9536 is a 24-hour line). **Police Dept. Phone: 1-864-967-9536***

**By signing this Special Event Permit Application I am saying that I understand that it is my responsibility to contact the SPD to determine if I need police security at my event.**

**ALCOHOL**

*(If you answer "yes" to any of the questions in this ALCOHOL section, event security is mandatory and a separate Alcohol Application must be filled out)*

Will there be alcohol present?  Yes  No  
If yes, what is your procedure for checking ID's and serving alcohol, to ensure no underage drinking is present?  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcohol will be present or served? \_\_\_\_\_

Did you file for your alcohol permit?  Yes  No  
If so, was it approved?  Yes  No  Awaiting an Answer

## ENTERTAINMENT

Will there be entertainment at the event? If so, what or who? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CURRENCY

Will an admission or entry fee be charged for this event?  Yes  No

If yes, how much? \_\_\_\_\_

If yes, how will the money be handled and secured? \_\_\_\_\_  
\_\_\_\_\_

## POPULATION

Expected number of Participants and Spectators: \_\_\_\_\_

*NOTE: Any multi-day event that projects over 2,500 participants/spectators may require a command center and a dispatcher. This is at the discretion of the Chief of Police. The rate for this dispatcher is that same as the police security (i.e. \$35 per hour).*

## LOCATION

*(If you answer "yes" to any of the questions in this LOCATION section, event security is mandatory)*

This Event is:  A private event  Open to the public

What is the Location of the Event: \_\_\_\_\_

Will the event utilize any portion of a public roadway?  Yes  No

If yes, which road(s)? \_\_\_\_\_

Will this event require road closure or a detour?  Yes  No

If yes, Road closure will begin at \_\_\_\_\_ (date & time)

Road(s) will re-open at \_\_\_\_\_ (date & time)

## EVENT DATE & TIMES

Date & Time set up will Begin \_\_\_\_\_ (Date) \_\_\_\_\_ am / pm (Time)

Date & Time event will Start: \_\_\_\_\_ (Date) \_\_\_\_\_ am / pm (Time)

Date & Time set up will End: \_\_\_\_\_ (Date) \_\_\_\_\_ am / pm (Time)

Date & Time breakdown will End: \_\_\_\_\_ (Date) \_\_\_\_\_ am / pm (Time)

*NOTE: The general rule for security personnel on scene is 30minutes to 1 hour prior to the start of the event and 30 minutes after the event.*

**OTHER EVENT INFORMATION**

What is your Rain Policy for this event? \_\_\_\_\_

List of dates of prior events held by this same organization over the past five (5) years? \_\_\_\_\_

Will you provide parking attendants?  Yes  No

If yes, who (name and contact information of contracted group/company) and how many?

Does this group have experience parking vehicles for special events?  Yes  No

What type of arrangements have been made for medical assistance if needed (i.e. first aid tent, hire first responders to be on standby...etc.)? \_\_\_\_\_

**Hold Harmless Clause:**

Applicant/Organization hereby shall assume all risks incident to 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 applicant's operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violations 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 of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

**Please note: Heritage Park Amphitheatre and/or City of Simpsonville events have priority for same time and location of your event. Your event could be asked to be moved to another date with a thirty (30) day notice.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**\*Revised on: 1-1-16**

# FOR OFFICE USE ONLY

## City of Simpsonville Special Event Fee's

Facility Fee: \$ \_\_\_\_\_

Staff Fee: \$ \_\_\_\_\_

### Extras

Generators: \$25.00/each

Amphitheater Restrooms: \$25.00/per day

Other:

Number of Police Officers needed (\$35 per hour per officer) : \_\_\_\_\_

Number of Emergency personnel (i.e., Fire, Emt, etc.) needed (\$35 per hour per employee): \_\_\_\_\_

Other city personnel needed (\$35 per hour per employee): \_\_\_\_\_

### Notes

### Reviewed By:

**Police Department:** Approved  Yes  No Authorized Signature \_\_\_\_\_

**Fire Department:** Approved  Yes  No Authorized Signature \_\_\_\_\_

**Public Works:** Approved  Yes  No Authorized Signature \_\_\_\_\_

**Recreation Dept:** Approved  Yes  No Authorized Signature \_\_\_\_\_

**TRZ Management** Approved  Yes  No Authorized Signature \_\_\_\_\_

**Application:**  Granted  Denied

**City Administrator** \_\_\_\_\_ **Date:** \_\_\_\_\_