



**City of Abbeville Special Event Permit Request Form**

**Table of Contents**

<b>1. General Information</b>	<b>2</b>
<b>2. Description</b>	<b>2</b>
<b>3. Date and Time</b>	<b>2</b>
<b>4. Type of Event</b>	<b>3</b>
<b>5. Event Plan</b>	<b>3</b>
<b>a. Safety and Security</b>	<b>3</b>
<b>b. Trash and Recycling</b>	<b>4</b>
<b>c. Tents, stages, etc</b>	<b>4</b>
<b>d. Vendors</b>	<b>5</b>
<b>e. Power</b>	<b>6</b>
<b>f. Noise</b>	<b>6</b>
<b>g. Portable Restrooms/Sinks</b>	<b>6</b>
<b>h. Schedule</b>	<b>7</b>
<b>i. Public Safety Issues</b>	<b>7</b>
<b>j. Fire Safety</b>	<b>8</b>
<b>k. Emergency Medical Services</b>	<b>8</b>
<b>l. Site Plan Sketch</b>	<b>9</b>
<b>m. Traffic Control Plan</b>	<b>10</b>
<b>n. Neighborhood Notification</b>	<b>12</b>
<b>o. Signage</b>	<b>13</b>
<b>p. Insurance Requirements</b>	<b>13</b>
<b>6. Fees</b>	<b>14</b>
<b>7. Permit Approval Steps</b>	<b>14</b>
<b>8. Exemptions</b>	<b>14</b>

**I. GENERAL INFORMATION**

Name of Special Event \_\_\_\_\_ Location: \_\_\_\_\_

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

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

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

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email(s): \_\_\_\_\_

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

**II. DESCRIPTION OF SPECIAL EVENT Provide a brief description and purpose of the Special Event (Please use a separate piece of paper if necessary):** \_\_\_\_\_  
\_\_\_\_\_

Mark components of Special Event:

- |   |   |
|---|---|
| <input type="checkbox"/> Road Closures      | <input type="checkbox"/> Tents or Canopies        |
| <input type="checkbox"/> Traffic Control    | <input type="checkbox"/> Stage or Bleachers       |
| <input type="checkbox"/> Parking            | <input type="checkbox"/> Signs and Banners        |
| <input type="checkbox"/> Security           | <input type="checkbox"/> Need for electricity     |
| <input type="checkbox"/> Alcohol            | <input type="checkbox"/> Fireworks                |
| <input type="checkbox"/> Amplified Sound    | <input type="checkbox"/> Admission Fee            |
| <input type="checkbox"/> Live Music         | <input type="checkbox"/> Need for water           |
| <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Inflatables/Jump Castles |
| <input type="checkbox"/> Retail Vendors     | <input type="checkbox"/> Animals                  |
| <input type="checkbox"/> Food Vendors       | <input type="checkbox"/> Other: _____             |

Estimated Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Volunteers \_\_\_\_\_

**III. DATE AND TIME OF SPECIAL EVENT**

(Must be at least 4 Months from Permit Request Date)

Setup Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Day 1 Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Day 2 Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Dismantle Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**IV. TYPE OF SPECIAL EVENT Check the type of Special Event you plan to hold:**

- Festival—A stationary Special Event on public streets, sidewalks, trails and/or a public place, held one day or more and includes festivals, fairs, carnivals, rallies, concerts, and sporting events.
- Parade, Procession or March—An organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or a public place.
- Bike or Wheeled Race—A bike or wheeled race held on public streets, sidewalks, trails, or a public place.
- Foot Race or Walk —A foot race or walk held on public streets, sidewalks, trails, and/or a public place.
- Commercial Film or Photographic Activities—A movie, commercial, or fashion industry photography on public property or in the public right of way.
- Private Party or Block Party —a private Special Event requesting street closures.

**V. SPECIAL EVENT PLAN**

Safety and Security

The Special Event Applicant shall be required to provide adequate security for the Special Event as directed by the Chief of Police.

Applicant may be required to hire sworn off-duty City of Abbeville Police Officers or hire private security personnel or t-shirt security approved by the City of Abbeville Police Department to provide security and ensure public safety.

Cost for off-duty City of Abbeville Police Officers and Firefighters is \$50.00 per hour per officer/firefighter for a minimum of four hours. (rates subject to change Supervisor/Incident Commander are required as well as for holiday event hours)

Cost of private security or t-shirt security is set by the applicant’s selected security companies. **A Police Security Agreement must be signed and sent to the City Manager prior to the Special Event Permit being issued:**

Some components that may require security:

- Beer and Alcohol Sales
- Road Closure Security
- Overnight Security
- Special Event Area Security
- Money Handling Security
- Gate Security
- VIPs and Celebrity security
- Private Parking Lot Security
- Stage Security

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Note: Beer and alcohol sales, possession, and consumption are prohibited on public property. To allow this function, City Council would need to pass a special ordinance suspending the current ordinance.

**Trash and Recycling Removal Plan**

What is your detailed cleanup plan for the event?\*

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Do you have a sanitation and recycling removal plan?    Yes    No

If yes, please describe:

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\*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, depending on the type of event.

Note: The cost of any City of Abbeville 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, including but not limited to, the retention of deposits.

**Tents, Stages, Inflatables and Signage**

Permits are required for certain tents and canopies based on size and configuration of placement. Call the City of Abbeville’s Special Event Coordinator for information and instruction at 864-366-9673.

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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Will Inflatables (i.e. jump castles) be used during the Special Event?                    Yes    No

If yes, list number, type, size, square footage and, location: \_\_\_\_\_

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Will signs or banners be hung on site?                    Yes    No

If yes, list number, size, location, and material: \_\_\_\_\_

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## Vendors

Does the Special Event include retail or food vendors?    Yes    No

If yes, please check the ones that apply and provide the license number:

- Persons or Businesses engaged in any “calling, occupation, profession or activity with the object of gain, benefit or advantage, either directly or indirectly” are required to purchase a City of Abbeville Business License. Licenses are based on gross income pursuant to SC law. License Number: \_\_\_\_\_

Please note that any business selling prepared foods and beverages is required to collect the City of Abbeville’s 2% hospitality tax from patrons purchasing the products and remit the tax to the City of Abbeville Revenue Collections Division.

Forms and ordinances for the Business License and Hospitality Tax may be found on the City of Abbeville website <https://www.abbevillecitysc.com> under the “Doing Business” tab. If you have any questions, you may call (864) 366-5017.

- Persons selling products are also required to have a SC Retail Sales Tax license. Questions regarding the SC Retail License may be directed to the SC Dept. of Revenue at (843) 852-3600. License Number: \_\_\_\_\_
- Preparation and sale of food requires contacting the SC Dept. of Health and Environmental Control, call (843) 202-7020.

**List each vendor, type, and if food related Cooking Method and Disposal Method of food or cooking oils (list may also be attached to application):**

Vendor	Type	Cooking Method	Disposal Method

**Note: For each cooking location, the City requires a K Type Fire Extinguisher.**

## Power

For events requiring power hookups, the applicant must contact the City Special Events Department who will then coordinate with the Public Utilities Department to determine power needs. Applicants are responsible for:

- Personnel cost related to power setup
- Renting necessary equipment to provide power
- Damage to any power infrastructure as a result of the event
- Any other items agreed upon prior to the issuance of the permit

## Noise

Section 11-4. – Noise., of the Code of the City of Abbeville restrict the volume of sound and/or music at any Special Event. Amplified sound and/or music must stop at 11 p.m. The City of Abbeville restricts amplified sound and/or music to 65dBA on all City of Abbeville property.

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

Please describe type of amplified sound and start and finish times: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Note: Amplified sound is prohibited in any City of Abbeville park.

## Portable Restrooms and Sinks

Portable restroom facilities must be provided unless documentation is submitted that there are a sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The City of Abbeville recommends one chemical toilet for every 150 people estimated to attend the Special Event. Ten percent of these facilities should be ADA accessible. This figure is based on the maximum number of attendees at your Special Event during peak time. The City may determine the total number of required restroom facilities at a Special Event on a case-by-case basis.

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

Yes No

How Many? \_\_\_\_\_ Number of ADA Accessible \_\_\_\_\_

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

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

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

If no toilets will be provided, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

### Special Event Schedule

Provide a detailed schedule of the Special Event including dates and times for activities or actions, description of activities, the party responsible for activity, and contact information for the day of the Special Event. If the activity will take extended time for setup or breakdown, please include details with timelines, locations, and where streets or public property will be impacted.

Date	Time	Action	Responsible Party	Contact Information

**Note: Please attach additional sheet if more space is needed to list activities.**

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

### Public Safety Issues

#### Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts. For city-sponsored Special Events, the Police Department & Fire Department will create a National Incident Management System (NIMS) plan for all major Special Events.

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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

## **Fire Safety Information**

Will the Special Event have any hazardous or flammable materials, such as propane, butane, gasoline, diesel tanks, or helium tanks?    Yes    No

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

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## **Emergency Medical Services**

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

**(First Aid Staffing is required for Large Events)**

Emergency Service Provider Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_    Alternative Number: \_\_\_\_\_

Site Location: \_\_\_\_\_

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Times of Operation: \_\_\_\_\_

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



## Site Plan

Provide a site plan sketch of the Special Event. For maps of city-owned facilities and parks, visit [www.abbeville.com](http://www.abbeville.com)

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, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for a site plan sketch of a special event, as indicated by the text above it.

## Traffic Control Plan

Please provide a Traffic Control Plan to be approved City Manager and the 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 be closed to vehicular and other traffic during the event. Include contact arrangements/plan to resolve potential conflicts with people trying to access residences, businesses, places of worship, carriage tours, public facilities, and public transportation or other situations that will be affected by the event.
- Proposed locations for barricades, signs, meter bags, volunteers, and police. This portion of your Traffic Control Plan with the assistance of the City of Abbeville officials will be reviewed for approval after initial submission of the application.
- The City of Abbeville will determine the timeline for the 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.

**The City of Abbeville 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.**

### Traffic Control Plan – Parking & Traffic Information

Check the type of event:

- Run or Walk
- Bike or Wheeled Race
- Parade
- Stationary Event
- Other \_\_\_\_\_

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

Estimated # of Participants: \_\_\_\_\_ Estimated # of Vehicles: \_\_\_\_\_

On street/spaces available?      Yes, # of spaces: \_\_\_\_\_      No

Off street/spaces available?      Yes, # of spaces: \_\_\_\_\_      No

## **Traffic Control Plan – Parking Plan**

Provide a sketch of the event's anticipated parking and exit plan.

Please note the location of all entrance/exit/start/stop locations, parking lots, garages, spaces, etc... Sketch should be provided by the party responsible for parking. Include a brief explanation of parking scenario on the sketch. If needed, use the back or attach a separate page (see example).

## Traffic Control Plan – Road Closures Schedule

Will the event require road closures and /or barricades? Yes No (Circle Which)

**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, the applicant must provide a signed letter of notification to all impacted parties before the special event permit will be issued.**

Road Closure and/or Barricade Street Name	From	To	Date	Time

## Neighborhood Notification

Special Events that impact City of Abbeville residents or business require that neighborhoods be notified 21 days prior to the Special Event through an ad in the local paper. Special Event Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator contact information. An example ad is provided below.

A sample of the notification ad and a list of impacted neighborhoods and business should be attached to this application.

### Example:

“Attention Residents and Business Owners”,

Our organization is hosting an [EVENT on [DATE]. We anticipate the event lasting from [TIMES]. We have applied for a Special Events permit with the City of Abbeville. In accordance with City requirements, we are notifying all impacted businesses and/or residents. Our event will impact the [LIST ALL IMPACTED STREETS AND NEIGHBORHOODS, INCLUDE DESCRIPTION OF THE IMPACT]. Please let me know if you have any questions or concerns. For more information, contact [EVENT CONTACT PERSON and PHONE].”

## Signage

The Special Event Applicant shall be required to follow all City of Abbeville ordinances and policies and South Carolina laws. Applicant may be required to print and hang signs that display applicable rules and regulations.

Components that may require signage (examples are shown below):

Beer and Alcohol Policies	NO TAILGATING	Smoking Policies
Wristband Policies	Parking Areas	No Pets
Parking Policies	Prohibited Areas	Event Times

## Insurance Requirements

All events must comply with the insurance requirements below to be able to obtain a Special Event Permit:

**A Major Event** is a Special Event which impacts multiple city departments, has 500 or more people in attendance and/or has an impact on any street, right-of-way, and/or a City owned or managed park, facility or thoroughfare.

**A Small-Medium Event** is a Special event which impacts multiple city departments, has less than 500 people in attendance, and has an impact on any street, rights-of-way, and/or a City owned or managed park, facility or thoroughfare.

For either size event, the applicant must obtain General Liability Insurance:

- **General Liability Insurance:** The 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 \$1,000,000 per occurrence naming the City of Abbeville as additional insured on the policy.
- **Has General Liability Insurance listing the City as additional insured been secured?**  
Yes    No    N/A

## 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 save the City of Abbeville (where applicable to the City of Abbeville permitting) harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, judgements, 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 mission of Applicant and/or its officers, agents, and employees.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **VI. Fees**

Below are the associated fees an applicant would be required to pay to the City of Abbeville before the event permit can be issued:

- Utility Power Fee
  - To be determined upon need
- Security Fee
  - \$50 per hour per officer for a minimum of 4 hours per officer
- Road Signage Rental Fee
  - Small-Medium Events: \$100
  - Large Events: \$300

## **VII. Permit Approval Steps:**

1. Obtain the Permit Request Documents
2. Fill out form ensuring all necessary documentation is present
3. Submit to City Hall at the Community Development Office
4. Wait to hear back, most applications can be reviewed within two weeks

## **VIII. Exemptions**

1. Events at locations which have separate, established rental agreements such as the Livery Stable, Civic Center, and City Parks