1134 N FRASER ST
PO DRAWER 939
GEORGETOWN, SC 29442

ajoseph@georgetownsc.gov
843-545-4013

SPECIAL EVENT PERMIT APPLICATION

The organizer of the special event must fill out the application and return it to the Main Street Coordinator, Planning and Community Development Department (City Hall, 1134 N Fraser Street) following the timeline listed below:

- NO LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT

- A non-refundable application fee will be charged based on the attached fee schedule (page 14) to cover the cost of processing. Other charges may be made for additional City services.

Individuals, organizations, and agencies wishing to conduct public gatherings on City of Georgetown property are required to obtain a permit in advance. Special Events Permits must be obtained for any events and activities whenever held on City-owned property or on public rights of way within the City. Any special event that will impact traffic on a primary SCDOT or US highway must apply for approval to the South Carolina Department of Transportation. An approval letter must accompany the special event application when submitted for consideration.

Any misrepresentation of this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit. All questions must be fully answered since most events result in several different activities. Please type or print the information clearly. You may attach additional sheets as necessary.

City of Georgetown events have priority in use of any City property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of areas is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Administrator uses in deciding on the issuance of a permit as set forth below.

Applicants who have held an event in the previous year have priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

To ensure the public safety and protection of the City of Georgetown, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two (2) or more events, the City of Georgetown may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the City due to weather, infrastructure requirements, and repairs to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a permit may require additional conditions and time limitations.

The City Administrator or his designee shall have the authority to deny any application that is filed less than 30 days before the date of the event. An application for any permit required by this section shall be made to the City Official, accompanied by a nonrefundable processing fee in accordance with the schedule of permit fees as fixed from.

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 Georgetown as additional insured on the policy and where the Applicant's insurance is identified as primary and noncontributory. **THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.**

SCDOT issued Directive #ED-28 outlining procedures required to temporarily close state roads. Organizers must submit requests for the attention of T.W. Britt, RME, 1007 North Merriman Road Georgetown, S.C. 29440.

This permit application is subject to change from time to time. Please make sure you receive the updated version for your special event.

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If your event is peaceful picketing, it is exempt, and a Special Event permit is not needed for picketing conducted only on the sidewalks, city-owned areas, or rights-of-way normally used or reserved for pedestrian movement. Compliance with all terms of Section 2-129 of City Code of Ordinances apply.

Event Information

Event Organizer: _____

Main Contact Name: _____

Mailing Address: _____

Phone Number(s): _____

Email Address: _____

Name of Event: _____

Location: _____

Please Describe the Event:

_____

_____

Estimated Attendance:

Participants: _____ Spectators: _____ Volunteers: _____

Special Event Type

- ☐ **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.

Please mark all components that apply to your event:

- ☐ Road Closures
- ☐ Traffic Control
- ☐ Parking
- ☐ Security
- ☐ Stage or Bleachers
- ☐ Tents or Canopies
- ☐ Admission Fee
- ☐ Need for Electricity
- ☐ Need for Water
- ☐ Portable Restrooms
- ☐ Food Vendors
- ☐ Retail Vendors
- ☐ Alcohol
- ☐ Recycling
- ☐ Amplified Sound
- ☐ Live Music
- ☑ Fireworks
- ☑ Animals
- ☑ Inflatables/Jump Castles
- ☑ Signs and Banners
- ☐ Other: _____

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Event Schedule

	Date	Start Time	End Time
Setup	_____	_____	_____
Day 1	_____	_____	_____
Day 2	_____	_____	_____
Dismantle	_____	_____	_____

- **Provide a detailed schedule of the Special Event including dates and times for activities or actions, description of activities, parties responsible for activities, 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 an additional sheet if more space is needed to list activities.

Special Event Plan

Trash and Recycling Removal Plan

Do you have a cleanup, sanitation, and recycling removal plan?

☐ Yes
☐ No

If yes, please describe:

_____

_____

_____

Roll out trash carts are available from the Public Works Department for $15/cart. Use City roll out carts?

☐ Yes How Many: _____ Delivery Location: _____
☐ No

Recycle bins are available from the Public Works Department for $15.00 per bin. Use City recycle bins?

☐ Yes How many: _____ Delivery Location _____

☐ No

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Trash and Recycling Removal Plan Cont.

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. The site must be cleared within 48 hours of the conclusion of the Special Event.

The cost of any City of Georgetown 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. The charge to the applicant for this will be $35.00 per hour per employee for a minimum of four (4) hours per employee.

Tents, Stages, Inflatables, and Signage

Permits are required for certain tents and canopies based on size and configuration of placement. If you plan to cook under any tents, please contact the City of Georgetown Fire Department for directions (843) 545-4200.

Will tents or canopies be used during the Special Event?

- ☐ Yes
- ☐ No

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

_____

_____

⚠ **Inflatables ARE NOT allowed on City of Georgetown Property.**

Will signs or banners be hung onsite?

- ☐ Yes
- ☐ No

If yes, list number, size, locations, and materials:

_____

_____

For a sign permit, please call Planning & Community Development at 843-545-4010.

Vendors

Does the Special Event include retail or food vendors?

- ☐ Yes
- ☐ No

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Vendors Cont.

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 Georgetown Business License. Licenses are based on gross income pursuant to SC law. License Number: _____
- ☐ 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 Department of Revenue at (844) 898-8542. License Number: _____
- ☐ Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. The serving of alcoholic beverages may of alcoholic beverages require an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. Go to https://dor.sc.gov/ and select the "Business" and "Business Taxes" (https://dor.sc.gov/tax/abl). The Department of Revenue for Georgetown is located at 1350 Farrow Pkwy#200, Myrtle Beach, SC 29577 locally (844) 898-8542. License Number: _____
- ☐ Preparation and sale of food requires contacting the SC Department of Health and Environmental Control, call (843) 546-3613.

* For questions or concerns about Business License and Hospitality Tax, please call (843) 545-4041.

Please list each vendor, type, and if food related, the cooking method and disposal method for food waste and/or cooking oils. Please put NA (Not Applicable) for sections that do not relate to the vendor. (A list may be attached if the supplied space is exceeded.):

Vendor	Type	Cooking Method	Disposal Method

⚠ **Each cooking location is required to have a K Type Fire Extinguisher and visual inspection by the City of Georgetown Fire Department.**

Alcohol Plan

Please note: if your event or vendors will not provide alcohol this section should be skipped.

Will alcohol be sold or provided for no charge?

- ☐ Sold
- ☐ No Charge

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Alcohol Plan Cont.

What type of alcohol will be served

- ☐ Beer
- ☐ Wine

Please note that the following controls will be followed at Special Event service alcohol:

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by the posting of signage, 11" X 17" size, 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 the serving and consumption of alcoholic beverages during the Special Event may be required.
- Alcohol ticket sales must end 30 minutes prior to the Special Event ending time. No alcoholic beverages shall be served within 20 minutes of the conclusion of the Special Event. 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 which indicates that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event Applicant and invitees shall follow all other applicable federal, state, 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.
- Alcohol will not be permitted to be sold/served in glass containers.

List designated area where alcohol will be served and consumed:

_____

_____

Times alcohol will be served:

Start: _____ **Finish:** _____

Amplified Sound

Sections 16-111 of the Code of the City of Georgetown 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 Georgetown Special Events Committee restricts amplified sound and/or music to 65dBA on all City of Georgetown property.

Will the Special Event have amplified sound or music?

- ☐ Yes
- ☐ No

Please describe the type of amplified sound and start and finish times it will be used:

_____

_____

_____

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Portable Restrooms and Sinks

Portable restroom facilities must be provided unless documentation is submitted that there are enough public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The City of Georgetown 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 restroom facilities at your Special Event?

☐ Yes
☐ No

If yes:

How many: _____ Number ADA Accessible: _____

Company providing restrooms: _____

Setup Date: _____ Setup Time: _____

Pickup Date: _____ Pickup Time: _____

If no, please explain:

_____

_____

Public Safety Management

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 Georgetown Police Officers or hire private security personnel or t-shirt security approved by the City of Georgetown Police Department to provide security and ensure public safety.

- **Cost for off-duty City of Georgetown Police Department personnel is $40.00 per hour for a minimum of 4 hours per officer. (effective January 1, 2025, off-duty rates will be $50.00 per hour with a 3-hour minimum per officer) Events held on City observed holidays will result in time and a half for off duty officers.**
- **Cost for 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 Special Events Coordinator prior to the Special Event Permit.**

Some components that may require security:

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

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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 will create an Operational Plan for all major Special Events.

Primary Contact Name: _____

Phone Number: _____ Mobile Number: _____

Address: _____

Fire Safety Information

⚠ **Fire hydrants CANNOT be blocked during Special Events.**

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

- [x] Yes
- [ ] No

If yes, please describe:

_____

_____

For information and instructions related to fire safety please call the City of Georgetown Fire Marshal at (843) 545-4200.

Emergency Medical Services

⚠ **This type of support is mandated on a case-by-case basis. If your event does not require EMS, please skip to the next section.**

The applicant must provide adequate emergency medical services coverage for the event as directed by the City of Georgetown. Emergency Medical Technicians must be South Carolina certified and approved to work under local Georgetown County Medical Direction and protocol. Emergency Medical Technicians will be approved by the City of Georgetown Fire Chief. Off-duty City of Georgetown Firefighter/EMTs are usually available. The cost for off-duty City of Georgetown Firefighter/EMTs is $50.00 per hour per Firefighter/EMT for a minimum of three hours. Please contact the City of Georgetown Fire Department at 843-545-4200.

Will first aid staffing/equipment be provided during the Special Event?

- [ ] Yes
- [ ] No

Emergency Services Provider Name: _____

Phone Number: _____ Alternate Number: _____

Site Location: _____

Times of Operation: _____

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Site, Traffic Control, and Parking Plans

⚠ **A Site Plan, Traffic Control Plan, and Parking Plan are REQUIRED for all Special Event Applications.**

Site Plan

Please attach a DETAILED and LEGIBLE Site Plan sketch of the Special Event at the end of this application.

On your sketch, please note the location of any of the following that apply to your event:

- Entrances and Exits
- Tents
- Amplified Sound
- Electric and/or Water Hookups
- Garbage and Recycling Bins
- Fire Hydrants
- Vendors (retail, food, alcohol)
- Stages
- Signs or Banners
- First Aid Stations
- Barricades
- Exhibits
- Alcohol Consumption Areas
- Bleachers
- Portable Restrooms
- Fire Extinguishers
- Hazardous Materials
- Security

Traffic Control Plan

Please attach a DETAILED and LEGIBLE Traffic Control Plan sketch to be approved by the Police Department at the end of this application. 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 vehicles 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, 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 City of Georgetown officials will be reviewed for approval after the initial submission of the application.
- The Police Department 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 Georgetown 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.

Parking Plan

Please attach a DETAILED and LEGIBLE sketch of the event's Parking Plan at the end of this application. The sketch should be provided by the party responsible for parking. Include a brief explanation of the parking scenario on the sketch. Please note the location of all entrances, exits, start/stop locations, parking lots, spaces, etc.

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Road Closure Schedule

Does the event restrict access to any private or public parking lots/spaces?

- ☐ 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.

Will the event require road closures and/or barricades?

- ☐ Yes
- ☐ No

If yes, please complete the road closure/barricade schedule below. If more space is needed, please attach any additional entries at the end of this application.

Street Name and Details	Closure	Barricade	Start Date & Time	End Date & Time
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

⚠ **If the road closure occurs on a SCDOT owned street or highway, an approval letter from SCDOT must accompany this application. The city SCDOT permit letter can be requested from the Main Street Coordinator. This form must be emailed to the City of Georgetown Police Chief for a signature. The signed form must then be emailed to SCDOT to receive your approval letter.**

Neighborhood Notification

Special Events that impact City of Georgetown residents or businesses require that neighborhoods be notified by letter 15 days prior to the 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 letter is provided below.

Dear Residents of [NEIGHBORHOOD]:

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

⚠ **A sample of your letter MUST accompany this application.**

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Advertising your Special Event

The designated marketing organization for the City maintains the discovergeorgetownsc.com website, which includes tourism related information and activities, including the community events calendar. If your special event is a community-wide event, you can submit your event at discovergeorgetownsc.com/georgetown-events/ to be included in the community calendar of events.

Insurance Requirements

The City of Georgetown does not sell insurance. Insurance policies can be acquired from most private insurance carriers. Your permit will not be issued if the required insurance certificate(s) has not been received prior to the Special Event.

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

- **Major Event - Special Event which impacts multiple city departments, has 250 or more people in attendance, and has an impact on any street, right-of- way, and/or a City owned or managed park or facility.**
- **Medium Event - Special Event which impacts multiple city departments, has more than 100 but less than 250 people in attendance, and has an impact on any street, right-of-way, and/or a City owned or managed park or facility.**
- **Small Event - Special Event which impacts few to no city departments, has less than 100 people in attendance, and has an impact on any street, right-of-way, and/or a City owned or managed park or facility.**

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 Georgetown as additional insured on the policy and where the Applicant's insurance is identified as primary and noncontributory. THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.

Has General Liability Insurance listing the City as an additional insured been secured?

- ☐ Yes
- ☐ No
- ☐ N/A

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 to the general liability insurance policy or purchased naming the City of Georgetown separately. The minimum acceptable limit of liability per claim and aggregate is $1,000,000.

Has Liquor Legal Liability Insurance listing the City as additional insured been secured?

- ☐ Yes
- ☐ No
- ☐ N/A

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Hold Harmless Clause

The Applicant hereby assumes 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 persons or property, directly or indirectly arising out of or in connection with the Special Event Permit. The Applicant hereby expressly agrees to defend and save the City 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: _____

CARE OF PROPERTY & EQUIPMENT

All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping and located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss.

SUPERVISION

Applicant must provide sufficient adult supervision to ensure the safety of participants, on lookers, and property. Name of the supervisor (s) must be submitted to the City. The supervisor must be present at the event from set-up to tear-down.

LOCATION

The area requested must be reasonably suited relative to accessibility, size and nature of the proposed special event. Adequate parking for event participants must be available. The event must be planned with due regard to safety. It must accommodate the special needs of disables persons whose rights are protected under the American with Disabilities Act and who choose to participate in the event.

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DISCRIMINATION

Events held on City property must not discriminate on a basis of race, sex, national origin, color, or any other protected class. Except as provided by law, the City of Georgetown is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. The City Administrator, in deciding whether to issue a permit, and in resolving possible conflicts between applicants, will consider the following points:

- **The number of participants.**
- **The appropriateness of City property for the intended use.**
- **The likely impact on City property of the Special Event.**
- **Anticipated traffic Conditions.**
- **Adequate adult supervision for minors.**
- **The availability of City personnel whose presence may be required.**
- **The adequacy of public property at the proposed location.**
- **Probable impact upon the ordinary and customary uses of nearby properties.**
- **Whether the proposed Special Event is duplicative of events offered by the City of Georgetown or another organization within the same time frame.**
- **How well the Special Event encourages tourism or enhances the quality of life of the Georgetown community and whether the community derives economic benefit from the event.**
- **Whether the Special Event provides the Georgetown community with positive local, regional and national media exposure.**
- **Whether the Special Event business plan shows a likelihood of economic viability.**
- **This Listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations.**

If the permit is approved, the applicant shall be subject to all City, State and Federal laws and regulations as they apply to the event. Failure to do so will result in the revocation of the permit. The Applicant must have the permit on site at the time of the event.

For additional information questions, call the Administration Department at (843) 545-4001.

CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charged to cover the cost of processing. Other charges may be made for additional City Services.

Festival or major event with road closures and attendance above 250	30 days prior to the event	$100.00 two or more days $75.00 single day
Festival or major event with NO road closures	30 days prior to the event	$75.00 two or more days $25.00 single day
Private or Public Gathering with road closures	30 days prior to the event	$75.00
Private or Public Gathering with NO road closures	30 days prior to the event	$50.00
Parade, procession, march, road/bicycle race with road closures	30 days prior to the event	$25.00
Roll Out Trash Containers	30 days prior to the event	$15.00 per container per day
Eight Foot Barricades	30 days prior to the event	$5.00 per barricade per day