

City of North Charleston

# SPECIAL EVENT APPLICATION

**Submit early to secure date but no later than four weeks prior to event.  
Submit at least 60-days prior if rental involves the resources of more than one City Department.**

Special Event Applications are only required for events and festivals held at publicly owned, managed or controlled property (including Rights of Way) that are all or partially outdoor events or, in the case of indoor events, involve anticipated attendance by more than **250** persons or the consumption of alcohol

This application helps event planners by creating a ONE-STOP SHOP to:

- Compile all permits and paperwork from various city departments into one, easy process
- Eliminate the need for event planners to visit several offices in different locations
- Inform various agencies and departments about your event
- Provide event planners with a point of contact for those city departments and agencies
- Provide pre and post-event evaluation to assist you in planning your event

As a clearing house for events, the Special Events Committee serves as a communication tool and facilitator among various city departments affected by festivals and events. Although the Special Events Committee administers the application process, each city department is responsible for ensuring that its requirements have been met.

All expenses for insurance, security, fencing, restrooms, tents, sound systems, and off-duty services provided by the departments of Police, Fire, Parking and Public Works shall be paid by the event organizer. In addition, park fees, staff fees, and park deposits shall be paid in advance by the event organizer. In most cases, a minimum of \$2 Million insurance is required. Securing and paying for insurance is the responsibility of the applicant. Clean-up of the property is required after each event. The city reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the special event permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete or insufficient. Please type or print clearly and attach additional sheets if necessary.

Non-refundable application fee of \$25.00 is due at the time of application, made payable to the City of North Charleston. Additional fees will be assessed by the Special Events committee based on size and scope of event.

City of North Charleston  
PO Box 190016  
North Charleston, SC 29419  
2500 City Hall Lane  
North Charleston, SC 29405  
[www.northcharleston.org](http://www.northcharleston.org)

East Montague/Olde Village Business District Events, please Email North Charleston Cultural Arts:  
[KLahm@NorthCharleston.org](mailto:KLahm@NorthCharleston.org) Phone: 843-740-5854

Riverfront Park Events, please Email Park Event Coordinators: [LReynolds@NorthCharleston.org](mailto:LReynolds@NorthCharleston.org) and  
[APridgen@NorthCharleston.org](mailto:APridgen@NorthCharleston.org) Phone: 843-308-4746

**CITY OF NORTH CHARLESTON**  
**APPLICATION FOR PUBLIC FESTIVAL OR SPECIAL EVENT**  
**PURSUANT TO NORTH CHARLESTON CODE**

1. Date of application submission: \_\_\_\_\_ Requested Date for Event: \_\_\_\_\_

2. Group/Organization Name (s): \_\_\_\_\_

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

Phone Number (s): \_\_\_\_\_

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

(Organization applying for and responsible for public festival or special event):

3. Event Director/Mobile number: \_\_\_\_\_

Additional Authorized Contact name/mobile number: \_\_\_\_\_

Additional Authorized Contact name/mobile number: \_\_\_\_\_

4. Publicized Name of Festival or Special Event: \_\_\_\_\_

Description of Event:

\_\_\_\_\_

6. Is the event ticketed? Yes or no | What is the cost of tickets? \_\_\_\_\_

5. Event Setup start time: \_\_\_\_\_ Actual Event time: \_\_\_\_\_ to \_\_\_\_\_ Breakdown time: \_\_\_\_\_ to \_\_\_\_\_

6. Estimated Number of Attendees/spectators: \_\_\_\_\_ Paid Staff: \_\_\_\_\_ Volunteers: \_\_\_\_\_

7. Requested Location/Venue for Festival or Special Event: \_\_\_\_\_

(Specifically describe boundaries, site plan, desired route/intersections, street closure requests and/or attach a map showing event layout with boundaries)

8. All Riverfront Park Events base rental fee of \$500.00, additional fees will be assessed by the special events committee based on size and scope of the event.

Indicate Addendum Forms included (x):

Map  Directions  Facility/Site Addendum  Equipment & Safety \_\_\_\_\_ Race Route Other

## Additional Information

Please check the boxes below that pertain to your event:

1. Open to the \_\_\_\_\_ public \_\_\_\_\_ private \_\_\_\_\_ invitation only event \_\_\_\_\_ Ticketed
2. Event Includes: \_\_\_\_\_ Water event \_\_\_\_\_ Sporting Event \_\_\_\_\_ Fireworks Display \_\_\_\_\_ Other
3. Alcoholic Beverages will be: \_\_\_\_\_ served without charge \_\_\_\_\_ sold \_\_\_\_\_ N/A
4. Who will be serving the alcohol? \_\_\_\_\_ Self-serve \_\_\_\_\_ Volunteer \_\_\_\_\_ Caterer \_\_\_\_\_ Licensed Bartenders  
\_\_\_\_\_ Organization Staff \_\_\_\_\_ Other \_\_\_\_\_ N/A  
Sale and service of Alcoholic Beverages requires an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. This application may be obtained at [www.sctax.org](http://www.sctax.org). The Department of Revenue is located at #3 Southpark Circle which fronts Citadel Mall and is off Sam Rittenberg Blvd (West Ashley) or call 843-852-3600 locally.
5. Amplified sound, such as \_\_\_\_\_ voice \_\_\_\_\_ recorded music \_\_\_\_\_ live band \_\_\_\_\_ DJ \_\_\_\_\_ None
6. Temporary outdoor structures include tents: \_\_\_\_\_ size \_\_\_\_\_ number \_\_\_\_\_ type \_\_\_\_\_ other  
(Complete Equipment/Safety Addendum and return with contract)
7. Utility services needed beyond those available at site: \_\_\_\_\_ electricity \_\_\_\_\_ other<sup>1</sup>
8. Number and location of portable restroom facilities to be provided (Standard is 1 per 100 attendees):  
\_\_\_\_\_
9. Amusement rides or devices include: \_\_\_\_\_ carnival rides \_\_\_\_\_ Jump Castles \_\_\_\_\_ Other:  
explain \_\_\_\_\_
10. Unless a global facility or event business license is secured, please list all vendors, performers, distributors, and service providers<sup>2</sup> along with associated contact information.
11. Street closures are requested for \_\_\_\_\_ parade/walk \_\_\_\_\_ block party \_\_\_\_\_ street festival. Please note that street closure requests are discouraged.
12. Animals: \_\_\_\_\_ (Explain)

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<sup>1</sup> Please note that only typical levels of utility service are included in the base facility use fee. The City reserves the right to separately charge for the provision of any utility or service above and beyond customary levels.

<sup>2</sup> By way of example, please list all food vendors, equipment / tent rental companies, service providers, etc, that will be involved with the event.

## PUBLIC SAFETY INFORMATION

Please answer the following questions as thoroughly as possible. Attach extra sheets if necessary.

Describe in detail your plan to control parking, crowds, and vehicular traffic: \_\_\_\_\_

Describe in detail police and security arrangements: \_\_\_\_\_

**Security plans and event authorization are subject to NCPD approval and manpower availability.<sup>3</sup> Such services shall be provided by NCPD at its standard rates.** A minimum of 2 uniform officers are required per 1,000 people or portion thereof. City of North Charleston Off-duty Police Officers cost \$30.00 per hour for a minimum of four hours, supervisors (required when four or more officers are working at one time) cost \$35.00 per hour with a four hour minimum. In addition, all observable holidays will pay \$5.00 more per hour.

Describe in detail fire and rescue arrangements: \_\_\_\_\_

**Event authorization and fire/rescue/emergency response arrangements are subject to NCFD approval and manpower availability.<sup>4</sup> Such service to be provided by NCFD or its designee at standard rates.**

(This type of support may be mandated on a case-by-case basis)

Describe your plan for control of alcoholic beverage sales and consumption below:

(Pending approval by City Council) \_\_\_\_\_

Describe proposed sporting or water events (race course, event site, support craft or vehicles, Number of heats, etc.):

\_\_\_\_\_

Describe loading/unloading of equipment, materials, boats, etc. Include time frame/area used-before and/or after event:

If fireworks will be displayed, please provide the telephone number of your professional fireworks vendor<sup>5</sup>: \_\_\_\_\_

Time of Fireworks Show: \_\_\_\_\_ Location of Firing Site: \_\_\_\_\_

**\*\*Note that approval of fireworks displays is subject to the City being provided with acceptable proof of liability insurance covering the City, the property and the event as well as documentation from the state Fire Marshal prior to the event.**

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<sup>3</sup> Note that private security may not be employed in lieu of required numbers of NCPD personnel. Note further that if the applicant's described security arrangements are not adequate in the professional opinion of NCPD then the application may be denied.

<sup>4</sup> Note that private fire / rescue may not be employed in lieu of required numbers of NCFD personnel. Note further that if the applicant's described fire and rescue arrangements are not adequate in the professional opinion of NCFD then the application may be denied.

<sup>5</sup> Private displays of fireworks are not permitted.

## PARADES/STREET CLOSURES

If you are requesting road closure or your event is likely to otherwise disrupt normal traffic patterns, please answer the following questions thoroughly and attach extra sheets of paper if necessary.

Purpose: \_\_\_ Parade \_\_\_ Walk \_\_\_ Exhibits \_\_\_ Block Party \_\_\_ Other: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Time Parade Units Will Assemble: \_\_\_\_\_

Line-up Location: \_\_\_\_\_

Describe equipment or items to be placed on street or thoroughfare: \_\_\_\_\_

State parade street route, public places to be traveled, starting point, termination point and location of any speaker's platform: \_\_\_\_\_

State the space interval between the parade units: \_\_\_\_\_

Show location of barricades and street closures on a diagram below:

Closing Streets for Special Events and festivals is discouraged. City of North Charleston Off-duty Police Officers are required for street closure and traffic control needs. The cost for NCPD officers is \$30.00 per hour for a minimum of four hours, supervisors (required when four or more officers are working at one time) cost \$35.00 per hour with a four hour minimum. Staffing of road closure/traffic control shall be determined by NCPD based on public safety needs. In addition, all observable holidays will pay \$5.00 more per hour.

Published quotes for Off-duty Police coverage of City-Approved 5K Courses may be based on volunteer commitments. Volunteers are required to wear reflective safety vests while working on course, vests to be provided by event organizer. If volunteer commitments are not met, event organizer will be subject to additional off-duty police charges at the discretion of the off-duty supervisor. It is also the responsibility of the event organizer to notify affected agencies, businesses and residents about street closures once their event permit is issued: CARTA, US Post Office, businesses along the route, Palmetto Public Rails, residents along the route and other agencies as required by City Staff.

## SITE REQUIREMENTS

Specify amount and type of utility services required, such as electrical power or water.

Describe details concerning service required beyond that which is available at the event site that you require. (The installation of additional electrical or any other or additional level of utility service will be coordinated by City Public Works Electricians and shall be subject to duly issued permits and inspections.)

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Description of signs or banners in terms of construction, weight, and manner / location of attachment: \_\_\_\_\_ . To assure safe mounting and to minimize damage to City property, approval by the City is required prior to any signs or banners being attached to City property or erected thereon.

Describe proposed equipment, amusement devices, vehicles, staging, bleachers, shelters, and other requirements: \_\_\_\_\_

Describe provisions for clean-up and restoring event area to its former condition. Identify how garbage will be contained and specify plans to remove refuse and garbage:

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(Fees for North Charleston Sanitation/Recreation Maintenance are required for all large events)

## **DEPOSITS/CANCELLATION/FEE:**

Reservation Deposit (Non-Refundable): Special Event Application Fee of \$25.00 is due at the time of application, made payable to the City of North Charleston. Additional rental fees will be assessed by the Special Events Committee based on the size and scope of event.

Acceptable Payments: credit card, cash, check or money order payable to the City of North Charleston.

Balance Payment/Cancellations: Balance must be paid in full two (2) weeks prior to the event date or the Event Contract will be cancelled. Balance payments are non-refundable and non-transferable but may be applied to a rescheduled rental date to take place within 12-months.

Security Deposit: Payment is due two (2) weeks prior to the event to cover excess cleaning, damage, run-over times or other contract violations. Payment is to be made separately from the balance due in the form of a check (no money order), cash, or credit card on file. The amount due, at minimum, is the equivalent of (1) one hour use and may be increased based on the size, type of event, and amount of equipment to be brought on site for the event. Groups will be held responsible and invoiced to pay for any costs above the security deposit amount. The security deposit check will be returned by mail, or may be picked up in person, within two-weeks if the terms of the contract were met and the space/equipment are left in satisfactory condition as signed off by Staff on the Event Contract.

Returned Check Fees: \$25.00 per returned check. This may also result in event cancellation.

## GENERAL FACILITY USE GUIDELINES

Facility and property use may not include the following activities:

Any activity that is injurious to people, buildings, grounds or equipment.

Any activity that violates or assists in violation of Federal, State or Local laws.

Any activity that allows the use of illegal drugs or, absent prior approval under City policy, allows the consumption of alcoholic beverages.

Any activity involving illegal discrimination.

Call (843)740-5853 to schedule an appointment if you would like a preliminary review of a space or wish to have a staff person accompany you on a final walk-through prior to the event date.

- Fees include the use of designated site areas, equipment, parking and reasonable use of existing lavatories and customary levels of existing utilities.

- Fees do not include set up, special equipment or furnishings, or exclusive use of staff.

- Event cannot interfere with public use of other portions of the site.

- Parking is permitted only in designated parking areas.

- Do not drive or park on sidewalks or grounds.

- Based on the size or nature of the event, organizers may be required to provide the following documentation at least three days prior to the event:

- A Certificate of Insurance (minimum of \$2,000,000), acceptable to the City in nature, financial strength, and contract terms. Please note that the City of North Charleston and its employees must be listed as additional insured's. For Events on the Navy Yard, CMMC Security and Palmetto Public Rails may also be required to be listed as additional insured's.

- Verification of attendance by the designated number of off-duty police/EMT/First Responder staff as specified in the event contract.

- Verification that adequate litter removal and clean-up staff will be on site.

- Verification that the required number of porta-potties and clean-up staff will be on site.

- Verification of NCPD and / or DOT approval for street closure(s).

- Drink and food items are allowed in designated areas and must be stipulated and approved on the event contract. Grease must be removed from premises at applicant's expense. Vending machines cannot be blocked or unplugged.

- In the absence of a global event or site license, all vendors, providers and /or other business entities require a one-day business license from the City of North Charleston, (843)740-2639.

- Food Vendors must abide by SC DHEC Regulations for Special Events available on [www.scdhec.net](http://www.scdhec.net).

- Event attendees are to remain in the event areas and provide adequate supervision by mature person(s).

- Children must be supervised at all times.

- Event area/equipment must be left in the same condition in which found.

- Permanent furniture/equipment and decorations must not be moved or disturbed.

- Tape, pins, staples, etc., cannot be used on any painted surfaces or fabrics, and where permitted must be removed at the conclusion of the event.

- The City is not responsible for personal property/equipment.

- Please stay within the specific time as indicated in your event contract, if not, additional charges may apply.

- Organizers will be held responsible to pay for excessive clean-up/damage to buildings/grounds/equipment.

- The City of North Charleston reserves the right to revoke an event contract (non-refundable) at any time if contract regulations and terms are violated.

- Liability: Event organizer(s) shall hold the City of North Charleston harmless from any and all damages, loss, or liability occurring by reason of any injury to person or property caused by an act or omission, neglect, or



wrongdoing of the Event organizers or any of its officers, agents, representatives, guests, employees, invites, or persons contracting with the Event, and Event organizer(s) will at their own cost and expense, defend and protect the City of North Charleston (with counsel selected by the City) against any and all such claims and demands.

## **ALCOHOLIC BEVERAGES**

I have read and understand the attached ordinance (see following page) regarding drinking of alcoholic beverages in public places. I am requesting the North Charleston City Council to pass a resolution (or, in appropriate cases, staff approval) allowing me or my organization to hold the above-described festival or special event. The organization applying for the special event or festival shall hold the City of North Charleston harmless for any injuries or deaths resulting from the special event or festival for any reason, including but not limited to liability for serving alcoholic beverages. Evidence of the two million dollar insurance policy, acceptable to the City, must be provided to the Municipal Clerk at least five business days prior to the festival or special event. A Resolution passed by the City Council (or staff approval in appropriate cases) allowing the consumption of alcoholic beverages at the above-described festival or special event is conditioned upon providing proof of compliance with all requirements set forth in the City's duly approved policy and on compliance with all laws.

**FAILURE TO PROVIDE PROOF OF COMPLIANCE WITH ALL REQUIREMENTS AND LAWS WITHIN THE TIME REQUIRED BY THIS APPLICATION WILL INVALIDATE THIS APPLICATION AND ANY ASSOCIATED APPROVALS FOR THE EVENT OR THE SERVING OF ALCOHOLIC BEVERAGES.**

Once your completed application is received, along with applicable fees, we will forward it to our special events review panel. Upon approval, the Special Events Committee will contact you and advise you of any additional requirements i.e. extra police officers, health permits, amusement ride taxes, staff fees, deposits, etc.

CITY OF NORTH CHARLESTON  
POLICY REGARDING ALCOHOL AT PUBLIC FESTIVALS OR SPECIAL EVENTS  
PURSUANT TO NORTH CHARLESTON CODE OF  
ORDINANCES SECTION 3-2 (b)

The City of North Charleston permits the responsible and lawful use of alcohol at preapproved special events and festivals pursuant to the following policies. These policies are intended to increase the safety of event / festival participants as well as the general public. They are also intended to decrease breaches of the peace and tranquility of the City of North Charleston.

1. Compliance with Laws. All federal, state and local laws and regulations regarding the use and serving of alcohol must be adhered to at all times. No permit or other approval issued by the City shall be considered to constitute a waiver of any law.
2. Boundaries for the Event. Applications for festival / special event approval must clearly define the proposed event boundaries. Graphic depictions of proposed boundaries are permissible. Such boundaries must be drawn in such a manner that they must not pose a material risk of unreasonably interfering with traffic flow, public safety, or the peace and tranquility of neighboring land uses. Should an event be approved, all use of alcoholic beverages shall be confined to the area within the designated boundaries.
3. Liability Insurance. Applicants shall be required to procure, from an insurance company reasonably acceptable to the City, two million dollars of insurance coverage naming the City of North Charleston as an additional named insured (or functional equivalent thereof) for liability for all occurrences relating to the event or festival including serving alcoholic beverages.
4. Security -Event organizers must provide and implement security measures sufficient to ensure the safety of participants, the public, and property and sufficient to keep visitors of the festival or event within the boundaries approved by the City. A detailed plan shall be submitted to the Municipal Clerk twenty (20) days prior to the festival / event. Off-duty police officers must be hired for the security.
5. Containers in Which Alcohol May Be Served. All beverages shall be served in clear cups that are not made from glass.
6. Hours of Event. The festival or event shall not sell alcoholic beverages prior to twelve noon the day of the festival. The festival or event shall conclude no later than 10:00 P.M. and alcoholic beverages shall not be served after 9:30 P.M.
7. Non-discrimination. No person shall be excluded from attending the event based upon non-membership in any organization. However, with respect to rented venues, uninvited guests may be excluded.
8. Application Form. Applications for approval shall be made to the City on a standard form provided by the City. The initial application form shall be as follows, though the same may be modified and refined from time to time by Staff based on experience and to accommodate such changes in policies and rules. Applications should be submitted at least thirty (30) days prior to a scheduled event / festival.
9. City Approval for special events / festivals pursuant to this policy shall be demonstrated by an approved resolution adopted by City Council, except that with respect to events to be held at City Owned properties administrative approval shall be sufficient and with respect to venues licensed by the state with respect to alcohol no special approval shall be required so long as the licensee operates within the confines of his / her state-issued license. No approvals shall be given for locations owned by the Cooper River Parks and Playgrounds Commission.

*Your signature indicates that you agree to comply with, and will relay to participants, staff and vendors, all terms of the contract. Your signature further indicates your agreement to utilize, at your expense, North Charleston's designated providers of security, public safety, and sanitation services at the City's standard staffing levels and rates. Please keep a copy of the Event Contract with you during the event.*

*Failure by the City to approve the application within fourteen working days (or regarding matters requiring Council approval, within thirty days) shall be deemed a final denial.*

Authorized Event Contact Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

Approval by City Staff: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office use only:**

Reviewed by SE Committee on: \_\_\_\_\_ Permit Issued on: \_\_\_\_\_ Off-Duty Police Supervisor: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Distribution dates: Public Works: \_\_\_\_\_ Traffic: \_\_\_\_\_ Off-Duty Police Coordinator: \_\_\_\_\_ Risk Mgmt: \_\_\_\_\_ Recreation: \_\_\_\_\_  
Cultural Arts: \_\_\_\_\_ Exec: \_\_\_\_\_ Fire \_\_\_\_\_

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