



City of
NORTH CHARLESTON
CULTURAL ARTS DEPARTMENT

For Office Use Only	
Correspondence Dates	
Received:	_____
Selection: Yes	___ No ___
Contract: Out	___ In ___
COI Received:	_____

Outdoor Class Proposal

Instructor: _____ Phone : _____ Email: _____

Address: _____

Website: _____ Social Media: _____

North Charleston Business License #: _____ SC Tax Revenue #: _____

Class Category: ___ Fitness ___ Yoga ___ Weight Training ___ Boot Camp ___ Dance ___ Other

Class Title/Description: _____

Requested Location: ___ Park Circle Meadow ___ Garco Green ___ Oak Terrace Pavilion & Park

For Age Group(s): ___ Children ___ Teen ___ Adult ___ Expertise level: _____

What specific skills will the student learn in this class? _____

Class date(s) requested: _____ Total # of classes: _____

Set-up Time begins: _____ Class Time: _____ to _____ Breakdown Time ends: _____

Minimum # of students: _____ Maximum # of students: _____

Describe how you will promote your class: _____

List all certifications held by instructor: _____

Submit this Class Proposal and Resume (a resume form is available at www.northcharleston.org) to:

Mail: City of North Charleston
Cultural Arts Department
PO Box 190016
North Charleston, SC 29419-9016

In Person: Park Circle Community Bldg.
4800 Park Circle
North Charleston, SC 29405

Email: scanned copy sent to
culturalarts@northcharleston.org

Instructor is required to maintain liability insurance coverage in the amount of one million dollars (\$1,000,000.00) throughout the duration of proposed class schedule, with the City of North Charleston listed as Additional Insured.

The instructor shall be responsible for their own transportation expenses, music, and any other equipment that may not be onsite. Class proposals will be considered and reviewed by the department based on availability of space and other scheduled activities/programs on the campus.

I understand that the City of North Charleston Cultural Arts Department has the right to accept, defer, or reject any proposal. I understand that larger city events, playground activities, and weather emergencies may call for cancellations.

Instructor's Signature: _____

Date: _____