



Parade and/or Special Event Permit Application Guidelines and Form

Parade and/or special events permits are required for any organized event involving the use of, or having an impact on public property, sidewalks, or roadways. The City of Bennettsville's (COB) goal is to assist event organizers in planning safe and successful events that create minimal impacts on the communities surrounding the events.

- ☐ A non-refundable \$50 application fee is required for festivals, special events, and parade permits for any non-city sponsored event (including schools, churches, governments and 501c status organizations).
- ☐ Applications should be submitted a minimum of thirty (30) days prior to the event.
- ☐ Proof of insurance and ALL payments must be submitted fourteen (14) days prior to the event.
- ☐ A South Carolina Department of Transportation (SCDOT) parade/street closure request form is included within this Special Event Permit Application packet. If streets are to be blocked or closed, the request form must be completed and signed by the applicant and Special Event Coordinator then submitted to the COB Police Chief and SCDOT for final approval.
- ☐ Outdoor cooking must meet South Carolina Department of Health and Environmental Control (SCDHEC) standards, found online at www.scdhec.gov.
- ☐ The applicant is required to purchase a COB blanket Vendors Business License if retail vendors are to be present at special event. The mandatory \$100 fee covers up to 15 retail vendors who do not have individual COB Business Licenses. The business license fee for additional retail vendor costs \$25 each. Contact the COB Business License Inspector (843-479-9001 ext. 317; City Hall, 501 East Main Street) for more information and assistance.
- ☐ All participating food vendors are required to have a COB Business License (www.bennettsville.sc.com; 843-479-9001 ext. 317) or SCDHEC Commissary Permit (www.scdhec.gov). Please instruct vendors to bring a copy of their License or Permit to the event.
- ☐ Please know that SCDHEC, South Carolina Department of Revenue (SCDOR), and the COB have the authority to visit any event to ensure compliance.
- ☐ Applicants are responsible for cleaning **and** restoring any property, parks, streets, and sidewalks after the event.
- ☐ Event coordinator also must provide written permission from Marlboro County Administration (843-479-5600) to use property located on or around the Court House Square or any other properties not owned by the COB.

- ☐ Public restrooms are not provided by the COB.
- ☐ NO illegal activities permitted that are contrary or forbidden by local or state law, especially criminal law (i.e., gambling, fighting, public intoxication, and disorderly conduct).

Completion and submittal of this application does not guarantee approval. Any festivals, special events or parades taking place on city owned or maintained property is required to provide a certificate of general/property liability insurance for six hundred thousand (\$600,000) dollars, no exclusions, with the City named as additional insured on applicable liability coverages.

Please notify the Special Events Coordinator (843-479-3941) if there is a change after submitting application (time, date(s), location, route, etc.). Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.

Return this application to the City of Bennettsville, Special Events Coordinator. In person at 304 West Main Street, Bennettsville or by mail to P.O. Box 1036, Bennettsville, SC 29512.

Event Information

Today's Date: _____ Sponsoring Organization: _____

If non-profit, provide federal tax-exempt identification number: _____

Event Title: _____

Event Location: _____ Estimated Attendance: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

Contact Information (This person should be reachable the day of the event)

Name: _____ Email Address: _____

Address: _____

Phone: _____ Cell: _____

Social Media Links or Website for Promotional Purposes (if public event):

Vendor Information:

Please list all vendors that will be participating in the event.

Event Description:

Please describe the type and size of the event (location, area used, entertainment, etc.) Please attach a map on a separate sheet of paper for events requiring street closures, trash roll carts, etc. The map must illustrate the streets to be closed, placement of tents, trash facilities, vending areas, restrooms etc. Vehicles or cookers cannot be driven on grass or sidewalks of City Property.

Event Setup:

- A. Will tents be used for the event? ☐ Yes ☐ No *Identify location(s) on map.
- B. Will any signs or banners be erected? ☐ Yes ☐ No *Must be approved by City Planner.
- C. Will generators be used for the event? ☐ Yes ☐ No *Identify number, size, and location(s) on map.
- D. What arrangements have been made for restrooms & where will they be placed?
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- E. Will there be any open flames used for the event? ☐ Yes ☐ No *Identify location(s) on map.
- F. Will food items be cooked/prepared, distributed, or sold at the event? ☐ Yes ☐ No
- G. If yes on the two above, please describe the steps taken to ensure fire safety.

*Outdoor cooking must meet SC DHEC standards, found online at <http://www.scdhec.gov>. For more information on these standards, contact DHEC at 843.661.4858. If using propane gas, you must have at least one (1) approved and certified fire extinguisher for every two cooking stations while maintaining a three (3) foot clearance for all combustible and ignition sources. Cooking stations shall be no closer than ten (10) feet from any buildings entrance/exit.

Will alcohol be served at the event? ☐ Yes ☐ No *If yes, attach a copy of the SCDOR temporary alcohol license. Describe the steps you will take to discourage underage drinking, i.e. wristbands, onsite security, etc.

If the event is held on city property, a liquor liability insurance policy is required, and can be purchased through TULIP at www.intactspecialty.com/entertainment using City of Bennettsville Vendor ID code 0501-648 or from an insurer authorized to do business in the state of South Carolina. Alcohol vendors or servers are responsible for obtaining a license from the SCDOR to serve alcohol during an event.

City Services: The City of Bennettsville offers the below services for events at the listed prices.

- ☐ Roll-carts - \$15 per cart, maximum = 10 carts unless approved by Director of Public Works.
- ☐ Race, marches, or other events requiring closure or traffic/pedestrian control - \$50

- ☐ Participation of retail vendors requires COB blanket Vendors Business License. Cost of license is \$100 (covers 15 vendors who do not hold COB individual Business Licenses, excluding food trucks); additional vendors - \$25 each. Contact the COB Business License Inspector (843-479-9001 x317; City Hall, 501 East Main Street) for more information and assistance.
- ☐ Festivals or events held for 2 or more consecutive days are processed at \$25 for each additional day.

(Please Check all that Apply)

☐ 95 Gallon Trash Roll Carts _____ Number of Roll Carts Needed x \$15 = _____

☐ Barricades _____ Number Needed X \$50 Total = _____

Hold Harmless Clause

Permitter/organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, 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 permittee's operation. Permitter 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, loss of damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omission of permittee or its officers, agents, and employees. Please note, completion and submittal of this application does not guarantee approval. Event contact person will receive an approved copy of the permit when all the event requirements have been met. The Special Events Coordinator will keep the contact person updated on the approval process. The Approved Special Event Certificate must be in the possession of the on-site contact person during the event.

Applicant Signature: _____ Date: _____

COB Special Event Coordinator Signature: _____ Date _____

For City Use Only; Reviewed and Approved by:

Police Department: _____

Date: _____

Public Works: _____

Date: _____

Fire Department: _____

Date: _____

Business License: _____

Date: _____

Parks & Recreation: _____

Date: _____

Risk Management: _____

Date: _____

City Administrator: _____

Date: _____

Checklist and Separate Fees:

- ☐ \$50.00 application fee for festival or event held for two or more consecutive day for 1-day event, \$25.00 for each additional day. Total: \$ _____
- ☐ Race, march, or other event requiring closure or traffic/pedestrian control - \$50.00 Total: \$ _____
- ☐ Temporary electricity and water provisions - \$10.00 per hour each; Total: \$ _____
- ☐ Provision for roll carts and collection - \$15.00 per cart; Total: \$ _____
- ☐ Blanket Vendor's License Fee - \$100, (if more than 15 vendors, there will be an additional Charge; contact the COB Business License office for more information and assistance); Total: \$ _____
- ☐ Certificate of Insurance – General/Property
- ☐ Liquor Liability Insurance
- ☐ S.C. Department of Transportation Street Closure Form
- ☐ Any open flames must be approved by COB Fire Marshal

Total Fees = \$ _____

☐ Insurance Received

☐ DOT Approved

☐ Fees Paid

☐ Permit Issued