



**CITY OF ORANGEBURG
SPECIAL EVENT PERMIT APPLICATION**

367 Green Street
Orangeburg, SC 29115
(803) 809-0982

Email: specialevents@orangeburg.sc.us

SPECIAL EVENT DEFINED

A Special Event Permit Application is required for an Event which meets one or more of the following criteria:

- Any activity on private or public property requiring prior invitation, paid admission, or tickets.
- Any event including, but not limited to, festivals, block parties, races, musical events or concerts, exhibitions, fairs, carnivals, or other announced public gathering upon any public street, right-of-way or property of the city.

A Special Event Permit Application is NOT required for:

- A wedding
- Commitment Ceremony
- Any event held inside a church, place of worship, or government building
- Picketing as allowed by city ordinance
- Funeral processions supervised by a licensed mortuary

APPLICATION PROCESS

Special Event Permit Applications will be reviewed by City staff. During the review process, staff will work with the applicant to discuss questions and potential changes.

Acceptance of an application does not imply approval of event.

If the application is approved, a Special Event Permit will be issued to establish the terms and conditions of hosting the event. All events must adhere to the City of Orangeburg Special Event Policy and Guidelines. Permit may be revoked if event does not adhere to the City of Orangeburg ordinances, policies, and guidelines.

For additional information, call (803) 809-0982.

APPLICATIONS MUST BE RECEIVED AT LEAST 45 DAYS BEFORE AN EVENT.

**Submit completed Special Event Permit Application and required attachments to:
City of Orangeburg | Attn: Special Event Coordinator | 367 Green St | Orangeburg, SC 29115
or email application and attachments to: specialevents@orangeburg.sc.us**



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Email: specialevents@orangeburg.sc.us

GENERAL INFORMATION

Name of Special Event: _____

Location of Event: _____

Applicant Name: _____

Organization (if applicable): _____

Mailing Address: _____

Phone Number: _____ Applicant Email Address: _____

Check here if organization is a charity or non-profit organization. Must provide documentation of non-profit status.

DESCRIPTION OF SPECIAL EVENT

Provide a brief description and purpose of the Special Event:

Estimated Number of Participants: _____ Spectators: _____ Volunteers: _____

Date and Time of Special Event (place NA for all sections that do not apply to your event)

Setup Day/Date _____ Start Time _____ End Time _____

Day 1 Day/Date _____ Start Time _____ End Time _____

Day 2 Day/Date _____ Start Time _____ End Time _____

Breakdown Day/Date _____ Start Time _____ End Time _____

Rain Plan:

Event will continue as planned with no alterations

Event will be cancelled.

Event will be postponed to requested date of _____.

Is the event location being rented? Yes No

If yes, provide the name and contact information of the location owner: _____

Choose the type of Special Event you plan to hold (select all that apply):

Festival – A stationary Special Event held on public streets, sidewalks, and/or a public space, 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 space.

Bike or Wheeled Race – A bike or wheeled race held on public streets, sidewalks, trails, or a public space.

Foot Race or Walk – A foot race or walk held on public streets, sidewalks, trails, or a public space.

Private Party, Public Party or Block Party – An event held on private or public property requiring prior invitation, paid admission, or tickets.

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 Orangeburg Public Safety Officers or hire private security personnel approved by the City of Orangeburg Public Safety Department to provide security and ensure public safety.

Components that may require security:

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

AMPLIFIED SOUND

Sections 5-10 and 5-17 of the City of Orangeburg Code of Ordinances restricts the volume of sound and/or music at any Special Event.

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

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

NEIGHBORHOOD NOTIFICATION

Special Events that impact City of Orangeburg residents or businesses require that neighborhoods be notified at least seven (7) days prior to Special Event. Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator's contact information.

TRAFFIC CONTROL PLAN

Will the event require any road closures and/or barricades? Yes No

If yes, complete the section below.

Check the type of event (check all that apply):

Run or Walk Bike or Wheeled Race Parade Other _____

Start Location: _____ Finish Location: _____

Estimated # of Participants: _____ Estimated # of Vehicles: _____

| Road Closure and/or Barricade Street Name | From | To |
|---|------|----|
| | | |
| | | |
| | | |
| | | |
| | | |

Provide a Traffic Control Plan to be approved by the SC Department of Transportation and the Department of Public Safety. 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 road requesting to be closed to vehicular and other traffic during the event.
- Proposed locations for barricades, signs, volunteers, and police. This portion of your Traffic Control Plan with the assistance of City of Orangeburg officials will be reviewed for approval after initial submission of the application.
- The Department of Public Safety 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 of fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

The City of Orangeburg Department of Public Safety has final discretion over the Traffic Control Plan, including, but not limited to, the placement and number of all barricades, signs, volunteer, and police locations.

ALCOHOL PLAN (complete section if serving or selling alcohol)

| | | | |
|---|------------|---------|-------|
| Will alcoholic beverages be served without charge? | Yes | No | |
| Will alcoholic beverages be sold or included in price of admission? | Yes | No | |
| What type of alcohol will be served? | Liquor | Beer | Wine |
| Who will be serving the alcohol? | | | |
| Self Serve | Volunteers | Caterer | |
| Licensed Bartenders | Staff | Other | _____ |

List designated areas where alcohol will be served and consumed:

Times for alcohol to be served: Start: _____ End: _____

Special Events requesting alcohol permits are all required to obtain the following:

- **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 Orangeburg separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.

The applicant shall submit a certificate of insurance verifying the following minimum coverage and specifically identifying the City of Orangeburg as an additional insured. The City of Orangeburg does not sell insurance. However, this type of insurance policy 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.**

TRASH REMOVAL PLAN

What is your detailed cleanup plan for the event?*

Do you have a sanitation removal plan? Yes No

If yes, please describe:

*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 it is complete. Site must be cleared within 24 hours of the conclusion of the Special Event.

VENDORS

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

If yes, check the box(es) that apply and provide the 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) 898-0542

Preparation and sale of food requires contact the SC Department of Health and Environmental Control at (803) 533-5480.

List each vendor, type, and SC Retail Tax license number (list may also be attached to application):

| Vendor | Type of Items Sold | SC Retail Tax License # |
|--------|--------------------|-------------------------|
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Note that any business selling prepared foods and beverages is required to collect the City of Orangeburg’s 2% hospitality tax from patrons purchasing the products and remit the tax to the City of Orangeburg Finance Department.

Forms and ordinances for the Business License and Hospitality Tax may be found on the City of Orangeburg website www.orangeburg.sc.us under the “business” drop down box.

FIRE SAFETY

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

If yes, please describe: _____

Note: Fire hydrants cannot be blocked during a Special Event.

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 Orangeburg as additional insured on the policy.

EMERGENCY MEDICAL SERVICES

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

Emergency Service Provider Name: _____

Phone Number: _____ Times of Operation: _____

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

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Event Cancellation Clause

The City of Orangeburg cannot guarantee that an event may be rescheduled if cancelled for any reason.

_____ Initial that you have read and agree to the Event Cancellation Clause

Application Accuracy and Completeness

I agree that this application is complete and accurate to the best of my knowledge and that I have read and agree to be held to all information in the City of Orangeburg Code of Ordinance.

_____ Initial that you have read and agree

Hold Harmless Clause and Authorization

Applicant/organization hereby shall assume all risks incident to or in connection with the permitted activity 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 permitted activity or the conduct of applicant’s operation. 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, 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 omissions of applicant or its officers, agents, and employees.

I confirm that the information provided in this application is true to the best of my knowledge and, if the application is approved, the event will adhere to the City of Orangeburg Special Event Policy.

Applicant Signature: _____

Applicant Name: _____ Date: _____