

Special Event Permit Application

The organizer of a special event must fill out the application and return it to the Permits Department no less than 30 business days prior to the start of the event. A non-refundable application fee will be charged at time of submittal.

What is an Event on Public Property?

Any parade, performance, block party, festival, filming, open event or other announced public gathering upon any property owned or controlled by the City, such as a property leased by the City, or any public street or right-of-way within the City

Goose Creek Municipal Code Section 72 provides the framework and guidance for the issuance of Special Event Permits within the City of Goose Creek that are held on public property, City property, or public rights of way. A permit will not be approved for the primary purpose of advertising a product, goods or services, or is designed to be held primarily for profit.

Event Priority

City Sponsored Events

City of Goose Creek 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 a particular area 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.

Annual Events

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.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application to the City of Goose Creek. ***Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.*** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies.

You may be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates.

During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g., certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date. A denied application may be authorized by the City Administrator under different conditions from that requested by the applicant.

Costs of Services/and Equipment Provided by City

The City may impose reasonable fees and requirements upon the applicant as are necessary to cover the cost of public services and equipment provided by the City for the event. The City may require the payment of the cost of public services including police, fire, or traffic officials in advance of the event. Adequate cleanup and sanitation must be provided by the event applicant or sponsor. Applicant or sponsor shall be liable for any costs incurred by the City for additional cleaning activity. The City may require a cash bond to cover the cost of any additional expenses including but not limited to clean-up expenses. The amount of the bond may be set by the Finance Department to reflect the potential costs of future expenses. If the bond is insufficient, the applicant and sponsor shall be liable for the actual costs to the City, including clean-up, whether conducted by public employees or private contractors.

Online Special Events Calendar

The City of Goose Creek provides a calendar of upcoming special events on the internet and on file with the City Clerk. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Goose Creek Calendar of Special Events can be accessed on the internet at: <https://www.cityofgoosecreek.com/>

Park Events

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate department or facility manager within the Parks & Recreation Department to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available. Areas cannot be roped off or otherwise secured. For more information about City Parks please contact Parks and Recreation at 843.569.4242 or visit their website at: <https://www.cityofgoosecreek.com/recreation>

Duties and Conduct

The applicant or sponsor shall display the permit or carry it upon his person during the event. The organizer or person designated on this permit to carry the permit is responsible for posting conspicuous signage at the event location informing participants that open carry of firearms are prohibited during the duration of the event. No event which features businesses or organizations providing goods or services for compensation shall be issued an event permit, unless the permittee obtains a vendor's permit for each such business or organization. Each permittee must designate an individual who will be responsible for identifying all vendors and for collecting on behalf of the City all fees as directed under Section 72 Parades, Procession and other gatherings.

Open Carry of Firearms

The City of Goose Creek prohibits the open carry of firearms at permitted events taking place on public property, property owned or controlled by the City, including property the City leases, or any public street or right-of-way within the City.

City of Goose Creek Non-Discrimination Statement

The City of Goose Creek does not discriminate based on race, color, national origin, sex, religion, disability status or age in provision of services.

Liability Insurance

Liability Insurance shall be required in an amount of at least the caps in the South Carolina Tort Claims Act and shall require the execution of an agreement to indemnify the City in the event of any claims arising from the event.

Date _____

Permit # _____

Nonrefundable Fee _____

Special Event Permit Application - Form A - Parades, Events,
Block Parties, Performances and Filming
Applicant Information

Name of Event: _____

Applicant Name: _____

Work Phone: _____ Cell: _____ Email: _____

Name of Organization: _____

501c3

501c6

Non-Profit? Please submit a copy of the IRS letter

Mailing Address: _____

Work Phone: _____ Cell: _____ Email: _____

Event Web Site: _____ Link to Event Logo: _____

Description of the Event (circle one): Parade / Event / Block Party / Performance / Filming / Other

Provide brief description here: _____

Event Date: _____

Event Start Time _____ Event End Time _____

Road Closure: Yes No

Road Closure Start _____ Road Closure End _____

Event Venue _____ Event Venue Web Site _____

Event Venue Address _____

Set up Begins _____ Clean-Up Ends _____

Estimated Attendance _____ Who is your Target Audience? _____

How will you ensure a diverse audience? _____

Does the event have a Twitter, Instagram, Facebook or other social networking page? Yes No

If yes, please list URL(s): _____

The event is: Private (by invitation only)

Open to General Public

City Services

The City of Goose Creek does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

Roll Carts for Trash

How many 95-gallon roll carts are you requesting for TRASH? _____

Delivery Location: _____

Date and Time for roll carts to be delivered: Date _____ Time _____

Date and Time for roll carts to be picked up? Date _____ Time _____

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

Public Property Cleanup

Adequate cleanup and sanitation must be provided. All permits shall contain the implied condition that all areas shall be cleaned by the event applicant and the event applicant, and the applicant shall be liable for any costs incurred by the City for additional cleaning activity. What is the clean-up plan for the event? Please attach plan.

Safety and Security

(Check types of security needed)

Beer/Alcohol Security

Stage Security

Event Area Security

Gate Security

Road Closure Security

Money Handling Security

Overnight Security Times: Start Time: _____ End Time: _____

Other _____

Dates & Times for security to be on site: Date _____ Start Time: _____ End Time: _____

Applicant may be required to hire sworn off-duty City of Goose Creek Police Officers to provide security to ensure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Goose Creek Police Department procedures and be approved by the Chief of Police. The hourly cost of security is determined by our third party billing vendor prior to the date of the event, with a minimum of two (2) hours being required.

Voice/Music Amplification

Will your event include musical entertainment? If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during event.

Yes No

Number of stages: _____ Number of bands: _____ Type(s) of music: _____

If your event requires amplified sound, please indicate times: Start Time: _____ End Time: _____

Operation of amplifying equipment is restricted to the hours of 8:00 am – 10:00 pm.

If sound checks will be conducted prior to the event, please indicate times: Start Time: _____ End Time: _____

A special event permit should not be mistaken for a “noise permit.” Please note that the volume of the sound (including amplifying equipment) is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. A Goose Creek City Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, the GCPD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

Tents and Signage

If tents will be used for this event, please list the sizes and types below:

Size: _____ Type _____ Size _____ Type _____

Size: _____ Type _____ Size _____ Type _____

Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels.

If any signs or banners will be hung, please list the sizes and locations below:

Size: _____ Location _____ Size _____ Location _____

Size: _____ Location _____ Size _____ Location _____

Fastening or attaching any rope, signs, banner, flyer or other object to any tree, shrub, or park feature on any City of Goose Creek property is strictly prohibited.

Open Carry Signage - The organizer of the event, or the person designated on this permit to carry the permit shall be responsible for posting conspicuous signage at the event location informing participants that open carry firearms are prohibited for the duration of the event. Signs are available for a \$100 deposit which will be refunded when the signs are returned undamaged or in the condition they were when checked out.

Glass Containers

Glass bottles or containers sold or distributed on the public right-of-way are prohibited and no patron may carry a glass bottle or container on the public right-of-way during a parade, event, performance, or filming. The sale of beverages in glass containers for off-premise consumption is prohibited.

An applicant having any food service must contact the Berkeley County Health Department at 843.723.3800 for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal.

Vendors

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. Does the event include vendors? Yes No (If yes, please complete the attached Special Event Vendor Permit)

If the event will have food vendors, please check all that apply:

Served Sold Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, other). Use additional sheet if necessary.

Vendor	Cooking Method	Food Item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fire Code requires a fire extinguisher at each cooking location.

Does the event include mechanical rides, inflatables (i.e., spacewalk), or other attractions? Yes No

If yes, with what company? _____

List details, if any: _____

Amusement ride companies are required to provide the City of Goose Creek with a certificate of insurance, naming the City of Goose Creek as additional insured on general liability. Amusement ride companies must also provide a written document detailing how they plan to weigh down and secure the rides / inflatables. The applicant must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed to present any physical threat to pedestrians traversing the public way in the vicinity of said structures.

Special Event Vendor Permit

List all commercial vendors who will be present during the event (serving, selling, sampling, providing service for event, or displaying). The event applicant will be charged \$15.00 per vendor to cover each vendor on a blanket business license. This fee will not be charged for vendors located within the City of Goose Creek and holding an annual City business license. An annual business license must be obtained for all vendors located within the City Limits of Goose Creek. All vendors selling prepared food, beverages or alcohol must obtain a Hospitality Tax Account and remit payment of tax to the City of Goose Creek.

Name of Business & Contact Phone Number	Type of Business
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Portable Restrooms and Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City of Goose Creek Special Events Department recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Goose Creek may determine the total number of required restroom facilities on a case-by-case basis.

If you plan to provide portable restrooms facilities at your event, please indicate the number below:

Number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, please explain: _____

Portable Sinks are required at portable toilet locations if the event has four (4) or more food vendors. Sink to portable toilet ratio must be 1:10.

Number of portable sinks _____

Restroom Company _____ Telephone _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Event Schedule

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (If more space is needed, attach additional sheets.)

<u>Date</u>	<u>Time</u>	<u>Action</u>	<u>Assigned To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

First Aid

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event

Emergency Medical Service Provider Name _____

Phone Number _____ Site Location _____

Times of Operation: From _____ To _____

Crisis Management Plan

Each event must develop a communication and crisis management plan. This plan must be submitted to the Special Event Department before the Special Event Permit is issued.

Name of Person responsible for notifying Emergency Services: _____

Phone number: _____ Contact Method _____

Method event staff and volunteers will use to communicate with each other _____

Hazardous Materials

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? **If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.**

Yes No

Will there be any portable heaters? Yes No

Will there be any deep fat fryers? Yes No

Will there be any fireworks, lasers, torches, candles or pyrotechnics? **If yes, an application must be submitted to the Goose Creek Fire Department for a City and State Fireworks Permit at least 30 days prior to the event.** Yes No

Electrical Plan

Will generators or electrical service be used? Yes No

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Please specify locations and amperage of any additional electrical wiring that will need to be installed. Generators CANNOT be refueled within the event site during event operating hours. The City's on street electrical service is generally turned off and not available for use.

Item	Location	Amperage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Plan

Provide a Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

Tents (include tent sizes) (X)	Food vendors (FV)	Beverage vendors (BV)
Alcoholic beverage vendors (A)	Fire extinguishers (EX)	Portable toilets (T)
Hand washing sinks (HWS)	Bleachers (BL)	Stages or amplified sound (SO)
Retail merchant (RM)	First Aid and/or EMS (FA)	Fire lane (FL)
Garbage receptacles (G)	Number of barricades (B)	Generator/electricity (E)
Security (P)	Sign or banners (S)	
Assembly areas (A)	Trailers, vehicles, storage facilities (ST)	

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked during any time.

Draw site plan here:



CITY OF GOOSE CREEK SPECIAL EVENT PERMIT APPLICATION: PARADES, EVENTS,
BLOCK PARTIES, PERFORMANCES AND FILMING

Route and Traffic Plan

Road Race (Run) Bike Race Walk Bike Tour Parade Other _____

Start Location (if applicable) _____ Finish Location: _____

Will the event need to close any road? Yes No

If yes, please fill in the following information (attached additional sheet if necessary)

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Street _____ From _____ To _____

Dates _____ Times: From _____ To _____

Applicant must post "No Parking" signs along city roads where public parking spaces exist within the event site.

Does the event restrict access to any private or public parking lots? Yes No

If yes, the applicant must provide a signed letter of consent from the private parking lot owners. This may require the event applicant to lease the lot, pay for relocating the occupants or reimburse the property owners for any loss of revenue. This letter must be submitted to the Permit Department before the Special Event Permit will be issued.

Resident and / or Business Notification

Events that require road closures or may cause disruption for City of Goose Creek residents, businesses, churches, etc., must mail or hand deliver notification to the affected parties two weeks prior to the event. Notices must reflect the date(s), day(s) time(s) and location(s) of the event, types of activities taking place during your event and the event coordinator's contact information. The notice must give detour or alternate route information if normal access is affected. Applicants may be required to provide advisory signs (placed a minimum of one week prior to the event) if your event impacts a major roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Please provide a sample of the notice and a proposed list of recipients with your application.

Road closure notification verification: Date: _____ Method _____

Road Closures

If your event involves road closures, a parade, other procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Goose Creek Police Department is available to assist you in planning your route.

1. The proposed route to be traveled including the requested starting and termination point. Please also clarify the direction of movement of your event.
2. Routing plans for traffic - Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach hotels, their own residences, businesses, places of worship and public facilities including public transportation such as busses and trolleys.
3. Whether the event will occupy all or a portion of the street(s) requested for use.
4. Proposed locations for barricades, signs and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the Goose Creek Police Department after initial submission of the application.
5. All vehicles should be off event site one hour prior to the event start time.
6. The provision of fifteen foot (15') minimum emergency access lanes throughout the event site.
7. Event must maintain pedestrian access on public sidewalks.
8. No marking trails. Only chalk and A frame signage are permitted.

Please Note: The City of Goose Creek Police Department has final discretion over your Route and Traffic Plan including, but not limited to, the placement and number of all barricades, signs and police/volunteer locations.

Alcohol

If you plan to sell or serve alcohol, you must obtain the appropriate license / permit from the SC Department of Revenue.

Please submit a copy of your license.

Will alcoholic beverages be served? Yes No

Will alcoholic beverages be sold? Yes No

Have you applied for a South Carolina temporary ABC permit? Yes No

What type of alcohol will be served?
 Draft Beer Canned Beer (served in a plastic or paper cup) Wine

Who will be serving the alcohol? _____

Times for alcohol to be served: Start time: _____ Finish time: _____

All alcohol sales must end 15 minutes prior to your event ending time.

Locations within event site where alcohol will be served:

Requirements for Compliance with the Alcohol Policy Relating To Serving and Consumption of Alcoholic Beverages

1. City Code provides, "A description of food and beverages to be sold or distributed, and if beverages containing alcohol are to be sold, then evidence of a state permit, if needed, having been issued or applied for, and a limitation of such beverages to beer and wine." Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event.
2. The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol on site before this designated time. All alcohol must be removed by the conclusion of the event. The event organization and all participating restaurants must discontinue alcohol distribution at a minimum of 15 minutes prior to the end of the event. All alcohol must be cleared from the event site at the end of the event. At no other time may alcohol be present, possessed, served and consumed in the public area.
3. Serving hours must be posted at all serving locations.
4. The event organization may be required to fence off the event area to restrict participants from leaving the area with alcoholic beverages. Signs at least 11" x 17" informing participants that alcoholic beverage are prohibited on City streets and sidewalks beyond the boundary of the event permit area must be posted.
5. Any consumption of alcohol by employees, workers, volunteers, etc. is strictly prohibited.
6. There shall be no glass bottles or containers sold or distributed on the public right-of-way, and no patron may carry a glass bottle or container on the public right-of-way during a parade, event, performance, or filming. The sale of beverages in glass containers for off-premise consumption at a parade or event is prohibited.
7. It is a violation of South Carolina law to sell liquor, beer or wine to an intoxicated person. Those arriving in an intoxicated condition, even if of legal age, must be denied alcohol.
8. It is a violation of South Carolina regulations to permit or knowingly allow a person less than 21 years of age to purchase or possess or consume liquor, beer or wine.

Insurance Requirements

Events held on public property requesting road closures, alcohol permits, food service, entertainment stages, tent structures and event infrastructures are all required to provide liability insurance coverage. Where required, the applicant or, if applicable, the organization / sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Goose Creek as an additional insured.

Has liability insurance listing the City as additional insured been secured? Yes No

The City of Goose Creek does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers. Your permit will not be issued if the insurance certificate has not been received prior to the event.

Hold Harmless Clause

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.

Applicant's Signature: _____ Date: _____

City of Goose Creek

Email permit to:

permits@cityofgoosecreek.com

City of Goose Creek Special Event Permit Schedule of insurance requirements and processing time

A non-refundable application fee will be charged based on the below fee structure to cover the cost of processing. Other charges may be made for additional City services.

Event	Application Submittal / Processing Time	Insurance Individual Occurrence	Insurance Aggregate
Festival, Performance or major event on Public Property May include outdoor entertainment, sale food/beverages, service of alcohol and/or generate revenue. INCLUDES ROAD CLOSURES	60 days prior to the event	General Liability \$1,000,000 Liquor Liability \$1,000,000	\$2,000,000
Festival, Performance or major event on Public Property May include outdoor entertainment, sale food/beverages, service of alcohol and/or generate revenue DOES NOT INCLUDE ROAD CLOSURES	60 days prior to the event	General Liability \$1,000,000 Liquor Liability \$1,000,000	\$2,000,000
Parade, procession, march, road race, bicycle race INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY May include the service of alcohol	45 days prior to the event	General Liability \$1,000,000 Liquor Liability \$1,000,000	\$2,000,000
Private or public gathering – on public property – maximum attendance 200. INCLUDES: sale or service of food/beverages, outdoor entertainment, and service of alcohol. DOES NOT INCLUDE ROAD CLOSURES	30 days prior to the event	General Liability \$1,000,000 Liquor Liability \$300,000	\$1,000,000
Private or public gathering – on public property – DOES NOT INCLUDE: street closures, generate revenue, and/or service of alcohol	15 days prior to the event	General Liability \$1,000,000	\$1,000,000
Neighborhood block party or walk INCLUDES the restriction of sidewalk or residential street DOES NOT INCLUDE: sale food/beverages, service of alcohol and/or generate revenue	15 days prior to the event	N/A	N/A
Picket or demonstration DOES NOT INCLUDE: street closures, generate revenue, outdoor entertainment, sale food/beverages, service of alcohol	48 hours – 15 days	N/A	N/A
Filming and Photography – May include vendors providing service	72 hours – 15 days	General Liability \$1,000,000	\$1,000,000