

Event on Private Property – Large Outdoor Event with Anticipated Attendance of 250 or more persons and is open to the general public. A non-refundable application fee will be charged at time of submittal.

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.

What is an Event?

Any performance, party, dinner, sale or like occurrence, with attendance greater than 250 individuals at any one time outside of any permanent structure which is fully enclosed by walls, lattice or other upright structural configuration, and is open to the general public.

Goose Creek Municipal Code Chapter 72 provides the framework and guidance for the issuance of Special Event Permits and exclusions from this article within the City of Goose Creek.

Events which feature businesses or organizations providing goods or services for compensation must obtain 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 fee.

Permit Process

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.

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 will serve as your 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 the 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.

Compensation for City Staffing

Depending on the size and type of event, the City may require personnel including Police and/or Fire to work the event. The cost of all City personnel involved during the day(s) of the event will be charged back to the organizing agency. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the City. An invoice for the cost of City Services will be transmitted to the organizing agency after the completion of the event.

Open Carry of Firearms

The City must be advised at the time of application as to whether open carrying of firearms is going to be allowed or not allowed. The Organizer cannot elect to change from open carry not allowed to open carry allowed after permit is granted

Notification

Must provide substantiation that persons owning and occupying property within 500 feet of the site have been provided the name, telephone numbers and address of the sponsor of the event; telephone numbers must include sponsor's cell phone which must be operable during the event.

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.

Date _____

Permit # _____

Nonrefundable Fee _____

Special Event Permit Application - Form C - Private Property

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: _____

Name of Property Owner _____

Name of Occupant _____

Name of Manager of Location (if applicable) _____

Event Location: (complete address) _____

Site Plan must be submitted with the application; showing boundaries of the site and the location and character of uses of any property abutting the property on which the event is to occur. If vehicle traffic permitted site plan must show proper ingress and egress routes as well as routes for safe internal circulation.

Date(s) of Event: _____ (Include Day of Week) Time(s) of Event: _____

Description of the Event

Provide brief description here: _____

Set up Begins _____ Clean-Up Ends _____

Estimated Attendance _____ Who is your Target Audience? _____

The event is: Private (by invitation only) Open to General Public

City Services

Are you requesting any police assistance? (fees may apply) Yes No If yes complete below

Police Assistance Specifications (Specify types of security needed)

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. I

Parking

Are you utilizing more than existing parking spaces available? Yes No

(If yes, attach a drawing showing location of additional spaces and written consent of property owner, if applicable.)

Maintenance and Clean Up

A workable plan for the control of solid waste during the event and a cleanup plan for after the event must be submitted with your application.

What is the clean-up plan for the event? Attached Plan.

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 _____

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: _____

Portable Restrooms and Sinks A workable plan for the placement of useable public toilets in such numbers as to comply with at least one toilet of every 250 persons estimated to be in attendance and the most intensely attended portion of the event. Substantiation that the toilets will be in a clean, sanitary, functioning, and useable condition throughout the event in accordance with the standards used for special events on City property. 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 _____

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

Alcohol

Will alcoholic beverages be served? Yes No

Will alcoholic beverages be sold? Yes No

Issuance of this permit shall in no way affect the enforcement or prosecution of violations of disorderly conduct, public intoxication or any other City ordinance or State law.

Proof of licenses and permits required by state law must be submitted with this application. Approval will not be given until received.

Will there be any vehicles, equipment or animals used for the event? Yes No

If yes, please explain: _____

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

What type of alcohol will be served?

Draft Beer Canned Beer Wine

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)	Public recycling receptacle (PR)
Garbage receptacles (G)	Number of barricades (B)	Fire lane (FL)
Security (P)	Sign or banners (S)	Generator/electricity (E)
Assembly areas (A)	Trailers, vehicles, storage facilities (ST)	
Vendor recycling receptacle (VR)		

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: EVENTS ON PRIVATE PROPERTY

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 E-mail permit to: permits@cityofgoosecreek.com