

Barnet Park Concert Requirement/Fact Sheet

The purpose of the below listed information is to assist organizers in planning and budgeting for potential events inside Barnet Park. The written contract will contain 95% or more of the requirements listed in this fact sheet.

1. Rental Fees

- Deposit is due upon contract agreement/signing.
- Rental fee is separate from the deposit. Rental fees must be paid in full 30 days in advance.

2. Entertainment Contracts

- The Event Organizer must provide signed copies of the entertainment contract between the sponsor and the entertainer no less than 30 days prior to the event.

3. Ticket Office/Sales

- There are 3 ticket windows in the office from which tickets may be sold
- Cash boxes, change, etc. are all the responsibility of the event organizer
- Maximum number of tickets to be sold is 5,500

4. Insurance Requirements

- The Event Organizer must provide the City of Spartanburg with a certificate of insurance, listing the city as additionally insured.
- All service providers and vendors must provide insurance certificates naming the City of Spartanburg as additionally insured.
- If alcohol is sold, Event Organizer must have Liquor Liability Insurance in addition to General Liability coverage.

5. Business License Requirement

- A promoter may purchase one Business License for all vendors and pay one fee. (Further information may be obtained from the City's Finance Office.)
- Vendors must be listed and approved by the City of Spartanburg.
- The license fee shall be \$55.00 per vendor and paid no less than 7 days before the event is scheduled to take place.
- If the promoter/event organizer is a non-profit organization, that entity must show proof to validate its 501(c) status. Nonprofit organizations are not required to purchase a business license.

6. City of Spartanburg Public Safety Officers Required

- The Public Safety Officers (Police) working your event is an additional service fee.
- The fee is \$35 per hour per officer.
- The number of officers required for an event is determined by the Public Safety Department.
- The Special Events Officer will make contact with about their fees 60 days before the event.

7. **Security Requirements (Back Stage; Entertainment, Parking)**
 - You will need at least 22 uniformed private security personnel.
 - 14 for gate entrances
 - 4 for parking
 - 4 for baggage check

8. **Sound & Lighting Production**
 - Event Organizer is required to contract for sound & lighting production for event.
 - Park/Stage has basic lighting system.

9. **Restrooms**
 - The park has fixed restrooms - there are 3 locations with a combined total of 26 bathroom stalls and two single person showers.
 - Event Organizer is required to pay for two attendees to maintain the restrooms during the event. who will keep area clean and restocked at all times. Cost of service & supply restock is approximately \$180 per day.
 - If large attendance is expected, Event Organizer is required to rent portable toilets to supplement the park restrooms.

10. **Park Clean Up (during and post event)**
 - This service is provided by the City's Public Works Department.
 - The Grounds Maintenance Supervisor will determine the number of personnel needed to maintain a clean park.
 - The fee is \$15 per hour per person. (Average cost for larger events is \$1500)

11. **Food Vendors**
 - No more than 6 food vendors allowed
 - Space allocations are either 6 - 10'x10' vendors or a combination of other size vendors
 - DHEC must be notified about the event and will require timeline for serving. DHEC will inspect vendors before they can serve food.
 - City Inspectors will inspect for fire/safety hazards
 - Organizer must rent Grease/gray water trap (Cost average is \$100 per day.)

12. **Retail Vendors**
 - Up to 20 retail vendor/sponsor booths. Must have their respective power requirements.
 - City Inspectors will inspect every vendor for fire/safety hazards

13. **Beer Sales**
 - Must have a system to check ID's and prevent underage drinking.
 - Must have alcohol liability insurance
 - Must have ABC Permit (Obtain from SC Department of Revenue (864-241-1200)
 - The sale of Alcoholic beverages must end 30 minutes before the end of the concert.

14. Tents

- Tents cannot be staked into the ground
- All tents must have at least 30 lbs. tied to the top corner of each tent.
- Tents being utilized by food vendors must be fire retardant.

15. Event Advertising

- Advertising of event is strictly prohibited until event is approved and rental contract is signed.
- Banner advertising event can be placed on Barnet Park fence two weeks prior to concert
- Cannot place flyers on empty buildings, poles or other

16. Radio Stations

- Must coordinate in advance if radio stations will be pulling a vehicle into the park.

17. VIP/Hospitality Area

- The lower level of the park is often set up as a VIP area. Tables & chairs can be brought into this area and set up. (This is at the Event Organizer's expense - and is optional)

Approximate Cost of Concert For City Fees Only:

\$6,000 Park rental

\$3,000 Refundable Deposit (not included in rental fee)

\$4,000 Public Safety Officers (estimate)

\$1500 Clean up fee

\$900 for 10 Portable Toilets + \$180 fixed maintenance fee

\$15,400 (deposit refunded after event if no park damage)