



# SIMPLE FORM SPECIAL EVENT PERMIT



CITY OF SPARTANBURG SPECIAL EVENTS OFFICE

# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

Event Date(s): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual Event?  Yes  No If yes, how many years? \_\_\_\_\_

Time: Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Setup Beginning Time: \_\_\_\_\_ Dismantle Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

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

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Sponsoring Agent (If different than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best Phone # to Reach You: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT DETAILS

Yes  No Will tents or other temporary structures be set up for this event?

Yes  No Will there be tent(s) larger than 20 x 20? **If yes, applicant must contact the Building Inspections Department (596-2041) to obtain a Tent Erection Permit. (Approximate cost is \$40) .**

Yes  No Will there be musical entertainment features with your event?  
If yes, complete the following information or provide an attached listing:

Number of stages \_\_\_\_\_

Number of performers/bands \_\_\_\_\_

Types of performers/bands \_\_\_\_\_

Yes  No Will there be sound amplification?

If yes, Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**Note: Please be aware that loud and unreasonable noise (including music) is a violation of the City Noise Ordinance. If a police officer or other city official should determine that noise from your event is offensive to others, you may be required to lower or discontinue the noise - even if you have a Special Event Permit. Operation of amplifying equipment is restricted to hours of 8 am - 11 pm.**

Yes  No Do you request a street closure (for an event such as a neighborhood block party?) If so, which street? \_\_\_\_\_

If yes, Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**Note: Traffic cones and barricades must be picked up by the person/group requesting them. Make arrangements for obtaining them by contacting the Traffic Services Dept. at 596.3740.**

# HOLD HARMLESS AGREEMENT & LIABILITY WAIVER

Name of Event: \_\_\_\_\_ Event Date \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

The Event Organizer hereby agrees to indemnify and hold harmless the City of Spartanburg, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the Event or any activity associated with the conduct of the Event Organizer's operation, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Spartanburg acting within the scope of their employment. Further, the Vendor agrees to indemnify the City of Spartanburg and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys' fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the Event Organizer's use of public property or operation during the Event.

## AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the Event Organizer and/or its employees, agents, or volunteers associated or to be associated with the Event, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects required by the City of Spartanburg, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial to participate in the Event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE AND SIGN THIS PAGE OF THE APPLICATION.**

### You can submit application the following ways:

- Scan it and email to: [mmerck@cityofspartanburg.org](mailto:mmerck@cityofspartanburg.org)
- Fax it to: 864.562.4049
- Mail to: City of Spartanburg Special Events, PO Box 1749 29304
- Drop off at Special Events - located at 100 North Liberty Street  
(top floor of SPARTA Bus Center)