



# SPECIAL EVENT PERMIT INFORMATION & APPLICATION



CITY OF SPARTANBURG SPECIAL EVENTS OFFICE

# SPECIAL EVENT PERMIT INTRODUCTION

## Wouldn't this be a great idea!

Have an idea for a special event in the City of Spartanburg? Give us a call *before* you complete your event plans. City staff members have valuable experience with hundreds of events and want your event to succeed. Whether you are wondering about the availability of a date, venue, or just bouncing an idea off of someone, give us a call. Many first timers have no idea how many "small" details are involved in an event - especially a large event.

## I never thought about that...

As you begin planning your event, think carefully about the impacts and benefits the event brings to the community.

- When you close a street, even for a couple of hours, this can affect traffic for miles around the venue as traffic is rerouted or turned away. It really can impact a private business if customers can't get to them.
- Will your street closure block or impede access to a fire station, hospital, church, school, business, or resident? Is there an alternative route?
- Will your event affect our public transportation system?
- Are you planning to serve alcohol? How will this affect security and insurance costs?
- What other events are planned throughout the City (and County) on the chosen date of your event? Will they reduce attendance at your event or prohibit the city from providing the necessary staffing and resources for your event?

These are just some of the many examples of things any event organizer should think about before planning a new event.

## How do you know if your event needs a Special Event Permit?

In general, any **Public Event** held in a location other than a designated assembly facility would require a Special Event Permit. In most cases, these events would take place **outdoors**. Additionally, any outdoors activity on private property that will have an impact on traffic flow or the City's Noise Ordinance, also requires a Special Event Permit. Some examples of events requiring a permit are concerts, parades, festivals, block parties, a tent sale in a parking lot, tent revivals, a private party in your backyard that has amplified music, marathons and running events, bicycle races or tours.

## Marketing and Public Relations

Please make sure you have conditional approval of your event before you begin to promote, market, or advertise the event. Conditional approval may be made after your Special Event Permit Application has been submitted to the City of Spartanburg and initially screened by the Special Events Office.

## Rental Fees

While there is no fee involved for events held on private property or many public properties, there are fees involved with events held in some park locations. Barnet Park, Duncan Park, Love Where You Live Park on Spring Street, and Morgan Square all have rental fees involved in addition to completing this application. These parks have special rules, regulations, and restrictions unique to each site.

# SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

## Introduction

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

## Permit Time Line

Special Event Permit applications must be received no later than **30 days** prior to the actual date of your event. For larger events, such as a festival or major concert, applications must be received **60 days** in advance. Applications can be submitted as early as one year before your event.

Throughout the review process, you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.).

## Permit Fees

Currently, the City of Spartanburg does not have a fee for the actual permit. Depending on the nature of your event, fees for City services (police, fire, solid waste pickup, etc.) may apply. For example, if streets have to be closed, off duty police officers are required to work at a cost that can range from \$35 to \$50 each per hour. These fees will be determined when the application is reviewed. Costs of providing City services associated with a special event will require a deposit if the projected costs of City services exceeds \$3,000. The deposit amount will be determined after staff reviews the applications.

## Permit Process

After you have carefully developed your special event plan, submit your proposed event details to the City of Spartanburg's Special Events Office.

Upon receipt of your application, you will be informed of all the required documents needed (insurance, site plans, traffic plans, ABC Permit, etc) to complete the application. Copies of your application will be distributed to all City departments affected by your application for review. In some cases, the coordinator will need to schedule a face to face meeting with you in order to bring in other city staff members that will be affected by your proposed event. **Note: Accepting your application should in no way be construed as final approval or confirmation of your request. You will be notified when your application is approved.**

### You can submit application the following ways:

- Preferred method: Scan & email to:  
[specialevents@cityofspartanburg.org](mailto:specialevents@cityofspartanburg.org)
- Fax it to: 864.562.4049
- Drop off at Special Events:  
located at 100 North Liberty Street  
(top floor of SPARTA Bus Center)

**Please do not return the informational pages - keep these for your information.**

# 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

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

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

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

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

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

## EVENT DETAILS

- Yes  No Will streets need to be closed for this event or will access be blocked for any private businesses, residences, or other facilities? Note: Requesting a street closure alone does not guarantee it will happen. This must be approved by the City's Police & Traffic Services Departments. **If yes, complete Attachment A.**
- Yes  No Does the event involve a moving route of any kind along streets or sidewalks? **If yes, complete Attachment B.**
- Yes  No Will tents or other temporary structures be set up for this event? **If yes, see guidelines in Attachment C.**
- 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 alcohol at the event? **If yes, complete Attachment D and see Attachment E for guidelines.**
- Yes  No Will there be food/drinks at the event? (for sale or given away) **If yes, complete Attachment F & see Attachment G for guidelines.**
- Yes  No Will there be sound amplification and/or entertainment of any kind at the event? (this would include musical performances, rides, inflatables, fireworks, etc.) **If yes, complete Attachment H.**
- Yes  No Do you have a plan for waste/garbage removal for your event?  
Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSURANCE REQUIREMENTS

*Events can be very expensive because of insurance costs alone. Most events will have some level of insurance coverage. As different activities are added to an event, the risk level increases. If your event includes alcohol, liquor liability coverage must be included on your certificate of insurance.*

Event Organizer shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect the Event Organizer and the City of Spartanburg from claims for damages to or destruction of tangible property, including loss of use resulting there from any or all of which may arise out of or result from the Event Organizer's operation under the contract documents, whether such operations is by the Event Organizer, any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts either may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile** – Automobile Liability will be required **if a mobile unit is placed on the City's property** as part of the Event Organizer's setup. Bodily injury and property damage liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 minimum for bodily injury each person/each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - Bodily injury and property damage combined.

**Comprehensive General Liability** – This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; and Medical Expense in reference to General Liability. Bodily injury and property damage liability shall protect the Event Organizer and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor, volunteer or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 per occurrence / personal & advertising injury; \$2,000,000 general aggregate and Products completed operations aggregate; \$100,000 damages to rented premises, and \$5,000.00 medical expense (any one person) in reference to General Liability.

**Liquor Liability** - Liquor Liability will be required if the Event Organizer will be selling alcohol during a City of Spartanburg sponsored event, or an event being held on City premises. The amounts of such insurance shall not be less than \$1,000,000.00 and **the City of Spartanburg shall be named as additional insured.**

This insurance shall include coverage for products/completed operations, and personal injury liability assumed under the indemnity provision of this contract

The Event Organizer shall provide the City of Spartanburg with a certificate of insurance certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City of Spartanburg thirty (30) days advance notice by registered mail.

## INSURANCE REQUIREMENTS (CONTINUED)

**The City of Spartanburg, its employees, and agents shall be named as additional insured under the Event Organizer’s general liability policies, and the City of Spartanburg shall be listed as the Certificate Holder.**

Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Event Organizer should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Vendor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.

Failure of the Event Organizer to provide and maintain continuous coverage as specified herein will result in the event/individual vendor being shut down until such time acceptable insurance is presented / restored. This would be in addition to any legal recourse open to the City of Spartanburg under breach of contract.

All coverage’s and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any Event Organizer is allowed to participate in the Special Event.

Name of Insurance Agency \_\_\_\_\_

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

Contact Name & Number: \_\_\_\_\_

### **INSURANCE COVERAGE FOR ALL VENDORS AND SERVICE PROVIDERS IN ATTENDANCE AT EVENT**

In addition to insurance coverage by the coordinating agency/individual, **all vendors and service providers** for an event must also have the same levels of insurance as outlined in this document. This insurance coverage should name both you - the Event Organizer - and the City of Spartanburg, its officers, employees, and agents” as Additional Insured.

**The Special Events Office must have all original insurance certificates no later than 15 days prior to the proposed start of the event. Failure to provide these certificates on time may result in the cancellation of the event.**

Special Note: The Event Organizer may elect to purchase one insurance policy that covers all vendors and service providers in attendance at the event. (This would prevent the event organizer from the requirement of securing insurance certificates from numerous vendors and service providers - which in some cases, are secured at the last minute - and make it impossible to meet the 15 day timeline. Talk to your insurance provider about this option to see if it is feasible for you.

# HOLD HARMLESS AGREEMENT & LIABILITY WAIVER

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

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

Mailing Address: \_\_\_\_\_  
Street or PO Box City State Zip

## 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.

## WORKERS COMP & LIABILITY WAIVER

The Event Organizer agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the event, to waive and relinquish all work related and other liability claims that may result in any manner against the City of Spartanburg, its agents, public officers, officials or employees and authorized volunteers from said Event, except for acts caused by the wanton misconduct by employees of the City of Spartanburg acting within the scope of their employment.

## 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: \_\_\_\_\_ Title: \_\_\_\_\_

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



## ATTACHMENT A - STREET CLOSINGS

All street closures must be approved by the Public Safety Department & Traffic Services and will be discussed during the application review. Note: Streets WILL NOT be closed for a private "block party" type event - only those requested by official neighborhood organizations.

List streets that will need to be closed for this event and times for the closures:

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List private businesses, residences, or other facilities that will be blocked because of this event? It is the responsibility of the event organizer to contact those affected by possible street closures to obtain their permission/agreement.

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## ATTACHMENT B - EVENT ROUTE

What is the route for this event? Either describe or sketch the route.

ALL APPLICANTS REQUIRING OFF DUTY OFFICERS SEE ATTACHMENT F ON PAGE 9

## ATTACHMENT C - OUTDOOR SPECIAL EVENT REQUIREMENTS

*The following is an outline of the basic or common requirements found during most events and is not all inclusive. Any special event, tent, canopy, food-vending booth or trailers, or temporary structures not in compliance shall not operate. Additional requirements may exist and the City should be contacted prior to an event with any questions.*

### **Temporary structures, tents, canopies, and air supported membranes:**

1. Tents must be secured by no less than 30 lbs per corner. Additional securing is required as tent size increases. **Staking is not allowed on any City property.**
2. Tents in excess of 200 square feet, tents or canopies used for cooking or for the assembly of people shall include a permanently affixed label with the flame resistant information of the structure.
3. Maintain 20 ft between any cooking temporary structure and all other temporary or permanent structures.
4. Cooking shall not be conducted under or within the same tent utilized for seating or assembly.
5. Smoking is prohibited in all City parks & facilities.
6. No hay, straw, or easily combustible items shall be used under or within 20 ft. of a temporary structure.
7. Open flames (candles, torches, decorative items) are prohibited under or within 20' of a temporary structure.

### **Fire Extinguishers**

1. Vendors with cooking or food heat processing equipment shall have a 2A:20B:C or larger extinguisher.
2. Vendors utilizing deep-fat frying shall utilize a type K or 40BC rated fire extinguisher.
3. Less than 1 year old (per manufacture) or serviced by a fire protection company within the last 12 months.
4. Distribute extinguishers throughout any tent used for assembly, spaced no further than 75' apart.
5. Extinguishers must be located at each mechanical ride or amusement location.
6. Extinguishers shall be readily accessible at all times.

### **Electrical & Generator**

1. All electrical cords, lights, etc. exposed to the weather must be rated for outdoor use.
2. Multi-outlet devices shall include over current protection and protected from the weather.
3. **All cables/cords crossing public areas or drives shall be covered with safety mats.**
4. Generators shall not be within 20 ft of structures & isolated from contact by fencing or other enclosures.

### **Compressed Gas Cylinders**

1. Secure to maintain the cylinder in the upright position. Do not secure to tent poles or supports.
2. Cylinders shall be stored or operated on their side, protective collars & caps must be in place when not in use.

### **Access requirements**

1. Maintain an unobstructed fire lane, not less than 20 feet wide, to all areas during the event.
2. Maintain a clear space of 5 feet on either side of fire hydrants and sprinkler or standpipe connections.

### **Other**

1. Trailers or vehicles shall be stabilized to prevent accidental movement by chocking or other methods.
2. Fireworks sales are prohibited, displays require permitting by a state licensed Pyro-technician.
3. All stage or scaffold materials shall be approved by the Building Department prior to the scheduled event.

**These guidelines have been provided by the City of Spartanburg's Fire Marshall's Office. Questions should be directed to the Fire Marshal's Office at 864-596-2083 or the Building Official's Office at 864-596-2041.**

## ATTACHMENT D - ALCOHOLIC BEVERAGES

Check all that apply for your event:

- Free/Host Alcohol
- Alcohol Sales
- Alcohol for "Hospitality" area
- Beer Only
- Beer & Wine
- Beer, Wine, & Distilled Spirits

Yes  No Is the applicant the vendor of alcohol at event?

If no, who will be serving the alcohol? \_\_\_\_\_

Yes  No Have the people who will be serving alcohol received training?

Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yes  No Will there be guests in attendance at the event who are under 21 years of age?

If Yes, what measures do you have in place to prevent underage drinking?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ABC PERMIT REQUIRED**

*South Carolina state law requires all event sponsors to obtain a temporary liquor license prior to conducting any event (public or private) that will include the consumption of an alcoholic beverage. This license must be posted at point of distribution during the event.*

## ATTACHMENT E - GUIDELINES FOR ALCOHOL AT SPECIAL EVENTS

*The following information is designed to provide important information related to alcoholic beverages at special events.*

1) Temporary Alcohol Permit - South Carolina state laws requires all event sponsors to obtain a temporary liquor license prior to conducting any event (public or private) that will include the consumption of an alcoholic beverage. This license must be presented to the Special Events Office along with your application. Applications for a temporary liquor license may be obtained from:

SC Department of Revenue  
545 North Pleasantburg Drive  
Greenville, SC 29607  
Phone: 864-241-1200

The form can be downloaded at [www.sctax.org](http://www.sctax.org)

This permit must be posted at the point of distribution during the event.

2) It is unlawful for any person under the age of 21 to purchase or possess beer, wine or other alcoholic beverages. ID's must be checked for everyone - regardless of age. Those of drinking age must wear a wristband showing that they have had their ID checked.

3) All servers must be at least 21 years of age with no current DUI charges or pending DUI hearings.

4) Volunteers serving alcohol cannot drink alcoholic beverages before or while on duty for the event.

5) The serving of alcoholic beverages cannot begin before the designated event start time or the time listed on the temporary permit. Sales must end at a minimum of 15 minutes before the conclusion of the event.

6) The contents of glass containers must be poured into a plastic cup.

6) Signage should be posted informing participants that alcoholic beverages are prohibited beyond the boundary of the event permit area.

7) Outside alcohol and personal coolers are NOT allowed on City property or in City facilities.

8) It is illegal to sell an alcoholic beverage to an intoxicated person. Anyone arriving at an event in an intoxicated condition - even if of legal drinking age - must be denied alcohol.

10) Any public event involving alcoholic beverages must have Public Safety Officers at the event.

11) If your event includes alcohol, liquor liability insurance must be purchased. Proof of coverage must be provided before the Special Event Permit can be issued.

## ATTACHMENT F - GUIDELINES FOR OFF DUTY OFFICERS AT SPECIAL EVENTS

Any public event involving high expected attendance, heavy road closures, and/or alcoholic beverages must have Extra Duty Detail (Public Safety Officers) at the event.

If you are required to request officers for your event please use the link below IMMEDIATELY following your approval. Officers are required to arrive to your event 30 minutes prior to the event start time and stay 30 minutes after the event ends. Please know the total number of officers before submitting your request to EDS.

<https://extradutysolutions.com/app/spartanburg-extra-duty-detail-application/>

## ATTACHMENT G - FOOD & BEVERAGE CONCESSIONS OR PREPARATION

Describe how food will be served and/or prepared: \_\_\_\_\_

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\_\_\_ Yes \_\_\_ No Will food be cooked in the event area?

If yes, please specify method:

\_\_\_ Gas

\_\_\_ Electric

\_\_\_ Charcoal

\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Will there be professional food vendors at this event?

*A list of vendors, as well as sizing & power needs, will be required prior to the event date.*

\_\_\_ Yes \_\_\_ No Do you have measures in place for the proper disposal of grease and waste from the food vendors? \_\_\_\_\_

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## ATTACHMENT H - FOOD VENDOR GUIDELINES FOR SPECIAL EVENTS

*Please be advised of the following rules, regulations, & information provided by the City of Spartanburg's Fire Prevention Office. All participants must abide by these guidelines. The items set forth here and within the body of the Codes are intended to ensure life safety for everyone attending an event, the property at the event, and the surrounding property or business's. Codes and Standards establish the minimum requirements.*

1) All temporary structures shall be adequately secured to withstand the elements of the weather (regardless of weather conditions prior to the event).

Rapid changes in weather conditions can severely injure people in the vicinity of unsecured structures. A simple gust of wind can easily overturn most unsecured tents / canopies.

2) Temporary structures used for cooking or the assembly of people shall include a permanently affixed label with the flame resistant information of the structure.

Temporary structures that have not been treated with fire retardant chemicals burn very rapidly. Non-treated structures that have been used for assemblies have resulted in hundreds of deaths throughout history. Cooking under a canopy requires a flame retardant structure. The manufacture will sew into the tent fabric a label indicating the fire resistance. Without this, a certified document must be obtained from the manufacturer indicating the fire resistance of the tent and coinciding to a model or serial number on the structure.

3) Smoking is prohibited in City parks and facilities.

4) Absolutely no hay, straw, wood chips or other easily combustible materials shall be located under or within 20 feet of temporary structures or cooking areas.

5) Maintain a clear space of 5 feet on either side of fire hydrants and connections.

Maintaining access to fire hydrants increases the hydrant's visibility for the fire department and reduces the time it may take to access the hydrant. Hydrants may need to be accessed for emergency situations at the event or for surrounding properties.

6) Only outdoor rated drop cords will be used and shall be sized to your electrical load. All cables/cords crossing public areas or drives shall be covered with safety mats.

7) All vendors with cooking or food heat processing equipment shall have a 10 BC rated fire extinguisher or larger. Vendors utilizing deep fat frying shall have a type "K" extinguisher or a 40 BC rated extinguisher. The extinguisher must be less than 1 year old (as stamped by the manufacture) or serviced by a licensed fire protection company within the last 12 months.

8) All compressed gas cylinders shall be secured in place with rope or chain to maintain the cylinder in the upright position. No cylinders shall be stored or operated on their side. Protective collars must be in place and caps installed when will be in place when cylinders are not in use.

Compressed gas cylinders can be very dangerous if they are damaged (from a fall, collision, etc.). It is critical to make sure cylinders are secured in place and used in the correct manner. Maintaining protective caps on cylinders while not in use will reduce the likelihood of the unit being damaged as the result of a fall.

## ATTACHMENT I - ENTERTAINMENT & RELATED ACTIVITIES

Yes  No Will there be musical entertainment with your event?

If yes, please describe/list performers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 Will you be using a professional sound/production company?

If yes, please list company: \_\_\_\_\_

Yes  No Have you hired an electrician for your event.

*An electrician may be required for large concerts/performance.*

Yes  No Will there be inflatables at the event?

*If yes, please make sure the vendor providing the inflatable is approved as a vendor in our system or can provide the necessary insurance requirements prior to the event. **Carnival/mechanical rides are not allowed on City property.***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name & Number