



## Special Event Application: Minor Event Form

For events that do NOT require any City support services

**\$20 application fee due at time of submission**



CITY OF SPARTANBURG SPECIAL EVENTS OFFICE

**APPLICATIONS MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO YOUR PROPOSED EVENT DATE.**

## Special Event Application: Helpful Information

### Permit Time Line

To ensure ample time for event logistics, Special Event Applications should be submitted as soon as possible and can be submitted as early as one year in advance of your proposed event date.

**Minor Events that do NOT require any City support services are required to submit applications no later than 30 days prior to the proposed event date.**

**Major Events that require multiple road closures, moving routes and/or extensive City services are required to submit applications no later than 60 days prior to the proposed event date.**

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

### Things to Consider

As you plan your event, be sure to take the items listed below into consideration...

- **Road Closures** - A road that is blocked from public use has the ability to impact traffic patterns miles around an event location. Will a suggested closure block access to a fire station or hospital? How will the closure affect public transportation and/or private businesses located throughout your suggested closure?
- **Alcohol** - Events including alcohol typically require trained servers, additional police presence and added licenses & fees. How will the presence of alcohol determine the amount of hired security and/or police presence?

- **Date & Venue** - Be sure to select at least three possible dates for your event to avoid planning for a venue that is unavailable. Research other popular events happening in the surrounding area on your date(s) to ensure your event isn't having to compete with an already established event to increase the likelihood of City staff availability.

### Do I Really Need a Special Event Permit?

Any public event held in a location other than a designated assembly facility would require a Special Events 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 Events permit. Some examples of events requiring a permit are concerts, parades, festivals, a tent sale in a parking lot, private parties in backyards with amplified music, marathons and running events, bicycle races or tours.

### Marketing

Be sure to have conditional approval from the City for your event before beginning any promotions, marketing efforts or advertising. Conditional approval may be made after your Special Event application has been submitted to the City of Spartanburg and initially screened by the Special Events department.

## Special Event Application: Helpful Information

### Fees

Specific venues such as Barnet Park, Duncan Park, Love Where You Live Park on S Spring St and Morgan Square all have rental fees in addition to this application. These parks have special rules, regulations and restrictions unique to each site. *\*To see a list of all City of Spartanburg park rental rates, visit [cityofspartanburg.org/parks-and-recreation/reserve-a-space](http://cityofspartanburg.org/parks-and-recreation/reserve-a-space).*

Depending on the nature of your event, fees for City services may be required. These fees would cover costs of police, fire, solid waste pickup and other items. Some events may require off duty police officers to be in attendance that would cost the event applicant additional funds ranging from \$35 - 50 per officer per hour. These fees will be determined when the application is reviewed.

A deposit will be required to hold your event date and venue should the projected costs of providing City services exceed \$3,000. This will be determined after staff reviews the application.

### Permit Process

After thoroughly developing your event plan, submit your completed application to the City of Spartanburg's Special Events department.

A member of the Special Events team will work with you to obtain all the required documents (insurance certificates, site plans, traffic needs, ABC permits, etc.) to ensure your event is successful. In certain cases, City staff will need to schedule an in-person meeting with the event applicant and other City staff departments that will be impacted.

### Reach Out

Reach out to the Special Events team before completing your event plans. City staff members have valuable experience with numerous events and want you to succeed.

SpecialEvents@CityOfSpartanburg.org  
Special Events Manager - 864.562.4195  
Special Events Coordinator - 864.596.3110  
Festival Coordinator - 864.596.2976

### How to Submit Your Application

Please return your completed application using one of the methods listed below:

- Scan & email:  
SpecialEvents@CityOfSpartanburg.org
- Mail: City of Spartanburg, ATTN: Special Events, PO Box 1749, Spartanburg, SC 29304
- Fax: 864.562.4049

***Submitting 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.***

# Special Event Application: Minor Event Form

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

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## 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: Major street or road closures for an extensive time period may require Off Duty Police Officers to work your event at a price range of \$35 - 50 per hour. This will be determined when the application is reviewed.**

Yes  No Will there be inflatables at the event? If yes, please list company: \_\_\_\_\_

**Be sure this vendor is approved in the City's system or can provide the necessary insurance requirements prior to your event. \*Mechanical/carnival rides are NOT allowed on City property.**

# 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.**

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