



## SPECIAL EVENT PERMIT APPLICATION C

### Private Events, Small Public Gathering (less than 200 people), Pickets

**The organizer of a special event must fill out the application and return it to the Special Events Bureau NO LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT.** A non-refundable application fee will be charged based on the attached fee structure (page 16).

#### WHAT IS AN EVENT?

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. 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.

Greenville Municipal Code Sections 36:131 – 36:142, provide the framework and guidance for the issuance of Special Event Permits within the City of Greenville. A permit will not be permitted for the primary purpose of advertising a product, goods or services, and is designed to be held primarily for profit.

#### EVENT PRIORITY

##### - City Sponsored Events

City of Greenville events have priority in use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Manager uses in deciding on the issuance of a permit as set forth below.

##### - Annual Events

Applicants who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.



Special Events Bureau  
City of Greenville  
6<sup>th</sup> Floor, City Hall  
206 South Main Street  
Greenville SC 29601  
864.467.4485  
864.467.5757 FAX



## City of Greenville Special Events

### PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the City of Greenville. **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 thereafter will serve as your primary 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 a 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.

### CITY OF GREENVILLE NON-DISCRIMINATION STATEMENT

The City of Greenville does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.

### 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. 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. The bill will be transmitted to the organizing agency within sixty (60) working days after the completion of the event.

### INTERNET/SPECIAL EVENTS CALENDAR

The City of Greenville provides a calendar of upcoming special events on the internet and at kiosks located throughout the city. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Greenville Calendar of Special Events can be accessed on the internet at [www.greenvillesc.gov](http://www.greenvillesc.gov).

### PARK EVENTS

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park & Recreation Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. **Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. Areas cannot be roped off or otherwise secured.**

Permit #15 - \_\_\_\_\_  
 Date: \_\_\_\_\_



Non-Refundable  
 Processing Fee:  
 \$ \_\_\_\_\_

**SPECIAL EVENT PERMIT APPLICATION - FORM C**  
**Private Events, Small Public Gathering (less than 200 people), Pickets**

**APPLICANT INFORMATION**

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

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

Name of Non-Profit Organization: \_\_\_\_\_ Circle one: 501c3 or 501c6  
*Please submit a copy of the IRS letter*

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

City / State / Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Event Web Site: \_\_\_\_\_

Description of the Event:

Who is your Target Audience?

How will you ensure a Diverse Audience? Everyone is welcome to attend

Does the event have a Twitter, MySpace, Facebook or other social networking page?  
 Yes  No

If yes, please list URL(s): \_\_\_\_\_

|  |                    |
|--|--------------------|
| Event Location:  |                    |
| Event Address:   |                    |
| Event Location Web Site:   |                    |
| Date:  |                    |
| Start Time:  | End Time:          |
| Road Closure Begins:   | Road Closure Ends: |
| Set -Up Begins:  | Clean-Up Ends:     |
| Estimated attendance:  |                    |
| The event is <input type="checkbox"/> Private (by invitation only) or <input type="checkbox"/> Open to General Public<br><i>The City of Greenville does not allow gated admission with the exception of events held in the Peace Center for the Performing Arts Amphitheater</i> |                    |

## CITY SERVICES

*The City of Greenville does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.*

|   |
|---|
| <p><b>ROLL CARTS</b> - In order to determine what types of containers best suit the needs of the event, please answer the following question:<br/>                 Will the event be serving/selling/distributing beverages? ___ Yes or ___ No. If yes, in what containers will they come packaged in? ___ aluminum cans ___ glass bottles/jars ___ plastic bottles/jugs/jars<br/> <b><i>NO BOTTLES OR CANS WILL BE PERMITTED ON CITY PROPERTY. BEVERAGES MUST BE SERVED IN PAPER OR PLASTIC CUPS. (THE USE OF STYROFOAM CONTAINERS FOR FOOD AND BEVERAGES IS PROHIBITED AT SPECIAL EVENTS)</i></b></p> <p>IT IS REQUIRED TO PROVIDE RECYCLING CARTS AT ALL EVENTS APPROVED BY THE CITY<br/>                 ***Vendors that sell beverages must receive 95 gallon roll carts for recycling. Glass, plastic and aluminum must be collected separately<br/>                 ***All cardboard should be broken down and kept separately (stacked adjacent to collection containers)<br/>                 ***Mixed paper carts can also be provided upon request</p> <p>How many 95 gallon roll carts are you requesting for TRASH?<br/>                 How many 95 gallon recycle carts are you requesting?<br/>                 How many 35 gallon recycle containers are you requesting?<br/>                 Additional recycling requests?</p> |
| Delivery Location?  |
| Date and Time for roll carts to be emptied? _____ picked up? _____  |
| <p><i>Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.</i></p>   |
| <p><b>PUBLIC PROPERTY CLEANUP</b><br/>                 Contracted personnel or volunteers may be used if indicated below. What is event's clean-up plan?<br/>                 Will the event need City personnel to assist with event clean-up? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify _____<br/>                 Date and Time for clean-up staff arrival: _____</p>   |
| Will the event need staff at Falls Park for set up and breakdown? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, what times will the staff be needed and list the type of assistance needed:   |

## PORTABLE RESTROOMS & SINKS

*You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.*

|   |                |                |                          |
|---|----------------|----------------|--------------------------|
| The City of Greenville Special Events Office recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Greenville may determine the total number of required restroom facilities on a case-by-case basis. |                |                |                          |
| Do you plan to provide portable restroom facilities at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                |                |                          |
| If yes: Total number of portable toilets  |                |                |                          |
| Number of ADA accessible portable toilets   |                |                |                          |
| If no: Please explain:  |                |                |                          |
| Number of portable sinks:<br><i>Portable Sinks are required at portable toilet location if the event has four (4) or more food vendors. Sink to portable toilet ratio 1:10.</i>   |                |                |                          |
| Restroom Company  |                |                |                          |
| Telephone   |                | Pager/Cellular |                          |
| Equipment Setup/Pickup:   | Date for Setup | Pickup         | Time for Setup<br>Pickup |

## VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event?      Yes  No

**If yes, attach schedule of any music or entertainment proposed to occur during event.**

If yes, state the number of stages, number of bands and type of music:

Number of stages:

Number of bands:

Type of music:

Will your event use amplified sound?

Yes  No

If yes, please indicate times:

Start time:

Finish time:

***Operation of amplifying equipment is restricted to the hours of 8:00 am – 10:00 pm.***

Will sound checks be conducted prior to the event?

Yes  No

If yes, please indicate times:

Start time:

Finish 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 Greenville Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, the GPD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.***

## TENTS AND SIGNAGE

Will tents be used for the event?       Yes      No

List how many sizes and types of tents:

***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.***

Will any signs or banners be hung?

Yes      No

If yes, please list size and locations:

***Fastening or attaching any rope, signs, banner, flyer or other object to any tree, shrub, or park feature on any City of Greenville property is strictly prohibited.***



## FIRST AID

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event

Name & Phone Number of First Aid Provider

Call 911

Site Location

Times of Operation

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?  Yes  No

**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.**

Will there be any portable heaters?  Yes  No

Does the event include mechanical rides, spacewalk, or other attractions?  Yes  No

If yes, with what company?

List details, if any:

**Applicants contracting with amusement ride companies are required to provide the City of Greenville with a certificate of insurance, naming the applicant and the City of Greenville as additional insured on general liability.**

## SECURITY

**POLICE** (check types of security needed):

- |  |   |
|--|---|
| <input type="checkbox"/> Beer/Alcohol Security   | <input type="checkbox"/> Stage Security                                   |
| <input type="checkbox"/> Event Area Security     | <input type="checkbox"/> Gate Security                                    |
| <input type="checkbox"/> Road Closure Security   | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> Money Handling Security | <input type="checkbox"/> Overnight Security From ____: ____ To ____: ____ |

Dates & Times for security to be on site: \_\_\_\_\_

*Applicant may be required to hire sworn off-duty City of Greenville Police Officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Greenville Police Department procedures and be approved by the Chief of Police. Cost for security is \$30 per hour per officer for minimum of (3) three hours. **A Police Service Agreement must be signed before the Special Event Permit is issued. The applicant will be invoiced for this service after the event is held.***

*The applicant must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public way in the vicinity of said structures*

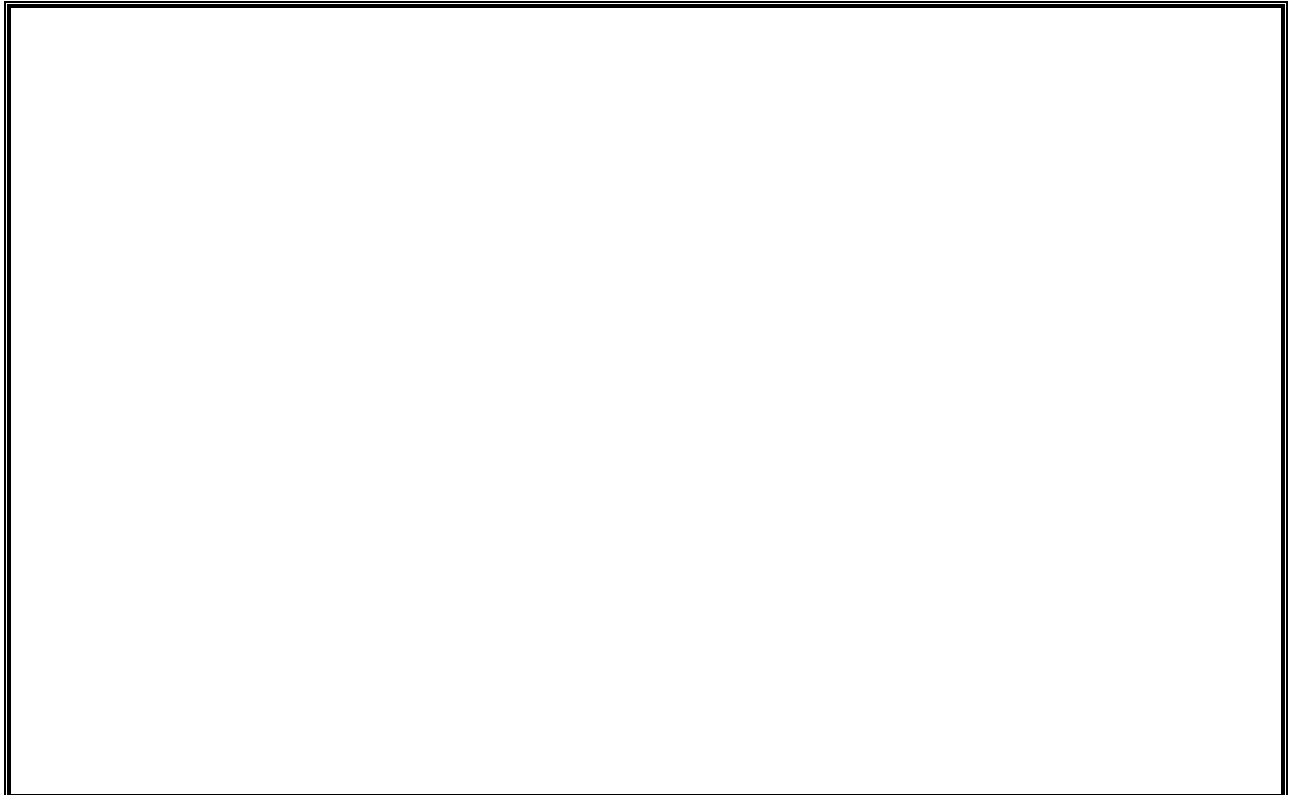
## SITE PLAN

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Tents (include tent sizes) (X)   | <input type="checkbox"/> First Aid and/or EMS (FA)                   |
| <input type="checkbox"/> Food vendors (FV)                | <input type="checkbox"/> Garbage receptacles (G)                     |
| <input type="checkbox"/> Beverage vendors (BV)            | <input type="checkbox"/> Number of barricades (B)                    |
| <input type="checkbox"/> Alcoholic beverage vendors (A)   | <input type="checkbox"/> Trailers, vehicles, storage facilities (ST) |
| <input type="checkbox"/> Fire extinguishers (EX)          | <input type="checkbox"/> Fire lane (FL)                              |
| <input type="checkbox"/> Portable toilets (T)             | <input type="checkbox"/> Sign or banners (S)                         |
| <input type="checkbox"/> Hand washing sinks (HWS)         | <input type="checkbox"/> Security (P)                                |
| <input type="checkbox"/> Stages or amplified sound (SO)   | <input type="checkbox"/> Generator/electricity (E)                   |
| <input type="checkbox"/> Bleachers (BL)                   | <input type="checkbox"/> Assembly areas (A)                          |
| <input type="checkbox"/> Retail merchants (RM)            | <input type="checkbox"/> Vendor recycling receptacle (VR)            |
| <input type="checkbox"/> Public recycling receptacle (PR) |  |

*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.**





## ROUTE AND TRAFFIC PLAN

- Road Race (Run)                       Bike Race                       Walk                       Bike Tour  
 Parade                                       Other

|   |  |
|---|--|
| Start Location (if applicable):   | Finish Location:   |
| Will the event need to close any road? <input type="checkbox"/> Yes      No   |  |
| If yes, please fill in the following information (attached additional sheet if necessary)   |  |
| STREET  | FROM                      TO                      DATE/TIMES |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| <p><i>Applicant must post "No Parking" signs along city roads where public parking spaces exist within the event site. The City requires that the event use City- owned signs that may be checked out from and returned to the City of Greenville Special Events Bureau within one week of check out date. If signage is lost, stolen or damaged, the applicant will need to reimburse the City of Greenville \$5.00 per sign. <u>The applicant will be fined \$100.00 if the signs are not taken down by the end time stated on the applicant's approved permit.</u></i></p> |  |

### Traffic Barricades

Rental Fees for traffic control devices are \$3.00 for each barricade, \$3.00 for each sign, and \$1.00 for each cone. The fee can be waived if the applicant chooses to pick up equipment from the Traffic and Engineering Division at 26 Woods Lake Rd, Greenville. At the time of pick-up, applicant must sign a form acknowledging replacement costs in the event that equipment is lost or stolen. A maximum of 12 barricades may be picked up per event. Traffic cones are limited based on availability. Delivery is not available for events requiring less than 10 barricades, signs, or combination. These policies may be reconsidered on a case-by-case depending on certain factors, including police involvement, location of event or the City's event schedule. The applicant will be invoiced for this service after the event is held.

### CITY OFFICIALS TO COMPLETE

Number of Barricades?  
 Number of Cones?  
 Signs/Variable Message Signs?  
 Department responsible for placing traffic barricades?

Does the event restrict access to any private or public parking lots?                       Yes      No

If yes, the applicant must provide a signed letter of consent from the private parking lot owners. **This may require the event applicant to lease the lot, pay for relocating the occupants or reimburse the property owners for any loss of revenue.** This letter must be submitted to the Special Event Bureau before the Special Event Permit will be issued.

## RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, or may cause disruption for City of Greenville residents, businesses, churches, etc., must mail or hand deliver notification to the affected parties two weeks prior to the event. **Notices must reflect the date(s), day(s) time(s) and location(s) of the event, types of activities taking place during your event and the event coordinator's contact information.** The notice must give detour or alternate route information if normal access is affected.

Applicants may be required to provide advisory signs (placed a minimum of one week prior to the event) if your event impacts a major roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Provide a sample of the notice and a proposed list of recipients with your application?

Yes  No

Road closure notification verification:

DATE: \_\_\_\_\_ METHOD: \_\_\_\_\_

## ROAD CLOSURES

If your event involves road closures, a parade, other procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Greenville Police Department is available to assist you in planning your route.

- The proposed route to be traveled including the requested starting and termination point. Please also clarify the direction of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach hotels, their own residences, businesses, places of worship and public facilities including public transportation such as busses and trolleys.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the City of Greenville after initial submission of the application.
- All vehicles should be off event site one hour prior to the event start time.
- **The provision of fifteen foot (15') minimum emergency access lanes throughout the event site.**
- Event must maintain pedestrian access on public sidewalks.
- No marking on the trail or staking signage into the ground on the Swamp Rabbit Trail. Only chalk and A frames with signage on them are permitted.
- A white temporary water base pavement paint can be used on the streets to mark the course. If the paint doesn't come off the pavement within a month after the event, the applicant will have to pay to have it removed.

**Please Note: The City of Greenville Police Department has final discretion over your Route and Traffic Plan including, but not limited to, the placement and number of all barricades, signs and police/volunteer locations.**

## EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (If more space is needed, attach additional sheets.)

| DATE | TIME | ACTION | ASSIGNED TO |
|------|------|--------|-------------|
|      |      |        |             |
|      |      |        |             |
|      |      |        |             |
|      |      |        |             |
|      |      |        |             |
|      |      |        |             |

## ALCOHOL

|   |
|---|
| Will alcoholic beverages be served? <input type="checkbox"/> Yes    No  |
| Will alcoholic beverages be sold? <input type="checkbox"/> Yes    No <b>If yes, SC ABC permit required.</b><br><b>Please submit a copy of the ABC License</b>                     |
| What type of alcohol will be served?<br><input type="checkbox"/> Draft Beer <input type="checkbox"/> Canned Beer (served in a plastic or paper cup) <input type="checkbox"/> Wine |
| Who will be serving the alcohol?  |
| Times for alcohol to be served:<br><b>All alcohol sales must end 15 minutes prior to your event ending time.</b>  |
| Locations within event site where alcohol will be served:<br><br>_____<br>_____   |
| Have you applied for a South Carolina temporary ABC permit?   |

## WRISTBAND ORDER FORM

|  |  |
|--|--|
| How many wristbands do you need?               | # _____ wristbands                               |
| Event cost per wristband                       | x \$0.50/wristband                               |
| Bring a separate check with you for wristbands | = \$ _____ amount due when picking up wristbands |
| Make checks payable to "City of Greenville"    |  |

## EVENT SIGNAGE

When selling or serving alcohol at a public event, the following signs must be posted: (Lettered sign examples are attached)

### AT BEVERAGE SERVING LOCATION

- A) SC Must be 21    B) Sale Times    C) ID Check    D) Volunteers    G) Wristbands
- 

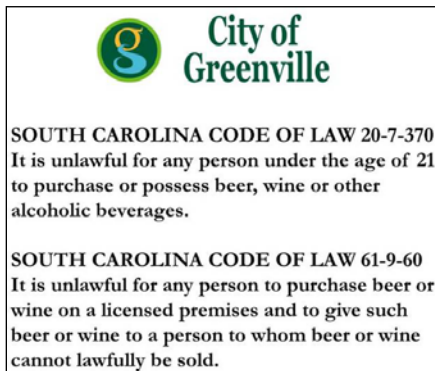
### AT EVENT SITE ENTRANCE/EXIT

- E) No alcohol beyond (*check signs out from Special Events Bureau*)
- F) Prohibited (*check signs out from Special Events Bureau*)

**Enforcement of the no smoking policy** - Permittee must post 11x17 signs in a clear and conspicuous manner at all entry points to and within the event site informing attendees that smoking is prohibited. Permittee must include in the event marketing materials that the event is a nonsmoking event. In addition, permittee and event management staff must inform event attendees seen smoking that smoking is prohibited within the event site. **Enforcement of the no smoking policy at events will be done by the Police on site after permittee has given the attendee a warning.**

### THROUGHOUT THE EVENT SITE - H) No Smoking (*check signs out from Special Events Bureau*)

A)



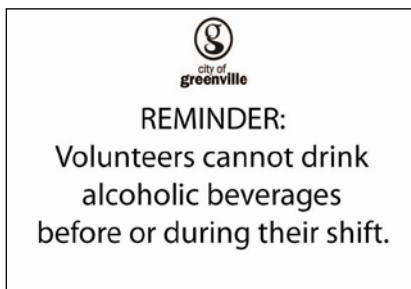
B)



C)



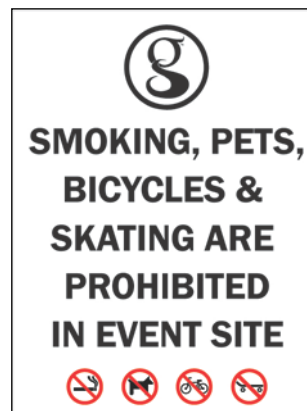
D)



E)



F)



G)



H)



## REQUIREMENTS FOR COMPLIANCE WITH THE ALCOHOL POLICY RELATING TO SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES

1. *City Code Section 8-257 provides, "The serving and consumption of alcoholic beverages on city sidewalks and public property is limited to beer and wine."* Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event.
2. The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol on site before this designated time. All alcohol must be removed by the conclusion of the event. The event organization and all participating restaurants must discontinue alcohol distribution at a minimum of 15 minutes prior to the end of the event. All alcohol must be cleared from the event site at the end of the event. At no other time may alcohol be present, possessed, served and consumed in the public area.
3. Serving hours must be posted at all serving locations.
4. The event organization must fence off the event area to restrict participants from leaving the area with alcoholic beverages. Signs at least 11" x 17" informing participants that alcoholic beverage are prohibited on City streets and sidewalks beyond the boundary of the event permit area must be posted.
5. Any consumption of alcohol by employees, workers, volunteers, etc. selling the alcohol is strictly prohibited.
6. There shall be no glass / plastic bottles or cans served during the event. The contents of any beer or wine served or sold in bottles or cans must be poured into plastic or paper cups. Alcoholic beverages shall be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
7. No more than two alcoholic beverages shall be sold to a customer at a time. **IF TWO BEERS ARE SOLD -YOU MUST ASK IF THE SECOND BEER IS GOING TO SOMEONE PREVIOUSLY ID'D.**
8. It is a violation to sell liquor, beer or wine to an intoxicated person (' 61-5-30, ' 61-9-410). Those arriving in an intoxicated condition, even if of legal age, must be denied alcohol.
9. It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer or wine. (Regulation 7-9, 7-31).

## WRISTBAND DISTRIBUTION PROCEDURE AND GUIDELINES

1. When an organization receives an event permit indicating that the event will permit alcoholic beverages, the City of Greenville Special Events Office will issue specific colored wristbands to the event and any participating restaurants within the event site.
2. For multi-day events a different color wristband will be used each day.
3. Anyone 21 years of age or older wishing to consume alcohol on public property must be wearing the colored wristband assigned to the special event in order to be served alcohol. Patrons 21 years of age or older wishing to consume alcohol must present a valid state ID Card or a valid driver's license to receive a valid wristband. Wristband sellers will be asked to ID the person; however the final responsibility for abiding by ABC laws lies with the beer server.
4. Only wristbands purchased from the City at the uniform price of fifty cents each can be used. All wristbands must be sold by the event organization and participating restaurants at the uniform price of one dollar (\$1.00). Event organizers and restaurants will be charged fifty cents (\$0.50) for each wristband used. Wristbands can be purchased from the City of Greenville Special Events Office, City Hall 6<sup>th</sup> floor, Monday – Friday, 8:00 AM – 4:30 PM.
5. Identification Checking/ Wristband Distribution Station must be available throughout the event site.
6. All unused wristbands must be submitted to the City of Greenville Special Events Office by 12:00 noon within two business days from the close of the event for full amount reimbursement by check only. The unused wristband colors must match identically the wristband distribution log.
7. Event Patrons who are not wearing a valid colored wristband assigned to the special event by the City of Greenville Special Events Office, and who are in possession and/or consuming alcohol beverages will be charged with a violation of the alcohol policy.
8. Any consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited.
9. No more than (2) alcoholic beverages shall be sold to a customer at a time.

## INSURANCE REQUIREMENTS

Events requesting road closures, alcohol permits, food service and entertainment stages are all required to provide liability insurance coverage. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Greenville as an **additional insured**.

Has liability insurance listing the City as additional insured been secured?    Yes  No

| Event Category |                   | Individual Occurrence | Aggregate   |
|----------------|-------------------|-----------------------|-------------|
| ABD            | General Liability | \$1,000,000           | \$2,000,000 |
| ABD            | Liquor Liability  | \$1,000,000           |             |
| CD             | General Liability | \$1,000,000           | \$1,000,000 |
| C              | Liquor Liability  | \$300,000             |             |

The City of Greenville does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers. *Your permit will not be issued if the insurance certificate has not been received prior to the event.*

### **HOLD HARMLESS CLAUSE:**

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: \_\_\_\_\_

**“Go Green” with the City of Greenville**  
**Email Permits to:**  
[wyoung@greenvillesc.gov](mailto:wyoung@greenvillesc.gov)

## CITY OF GREENVILLE SPECIAL EVENT PERMIT SCHEDULE OF FEES 2014

*A non-refundable application fee will be charged based on the below fee structure to cover the cost of processing. Other charges may be made for additional City services.*

| Event   | Application Submittal / Processing Time | Processing Fee                            | Application Form | Insurance Individual Occurrence                                     | Insurance Aggregate |
|---|---|---|------------------|---|---------------------|
| Festival or major event<br>May include: outdoor entertainment, sale food/beverages, service of alcohol and/or generate revenue<br><b>INCLUDES ROAD CLOSURES</b>   | 90 days prior to the event              | \$200 two or more days<br>\$60 single day | Form A           | General Liability<br>\$1,000,000<br>Liquor Liability<br>\$1,000,000 | \$2,000,000         |
| Festival or event<br>May include: outdoor entertainment, sale food/beverages, service of alcohol and/or generate revenue<br><b>DOES NOT INCLUDE ROAD CLOSURES</b>   | 60 days prior to the event              | \$200 two or more days<br>\$60 single day | Form A           | General Liability<br>\$1,000,000<br>Liquor Liability<br>\$1,000,000 | \$2,000,000         |
| Parade, procession, march, road race, bicycle race<br><b>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY</b><br>May include the service of alcohol (form A)  | 90 days prior to the event              | \$120.00                                  | Form B or A      | General Liability<br>\$1,000,000<br>Liquor Liability<br>\$1,000,000 | \$2,000,000         |
| Private or public gathering – <u>maximum attendance 200</u> .<br><b>INCLUDES:</b> sale or service of food/beverages, outdoor entertainment, and service of alcohol<br><b>DOES NOT INCLUDE ROAD CLOSURES</b> | 30 days prior to the event              | \$25.00                                   | Form C           | General Liability<br>\$1,000,000<br>Liquor Liability<br>\$300,000   | \$1,000,000         |
| Private or public gathering<br><b>DOES NOT INCLUDE:</b> street closures, generate revenue, and/or service of alcohol  | 15 days prior to the event              | \$25.00                                   | Form C           | General Liability<br>\$1,000,000                                    | \$1,000,000         |
| Neighborhood block party or walk<br><b>INCLUDES</b> the restriction of sidewalk or residential street<br><b>DOES NOT INCLUDE:</b> sale food/beverages, service of alcohol and/or generate revenue           | 15 days prior to the event              | \$50.00                                   | Form C           | N/A   | N/A                 |
| Picket or demonstration<br><b>DOES NOT INCLUDE:</b> street closures, generate revenue, outdoor entertainment, sale food/beverages, service of alcohol   | 48 hours – 15 days                      | No fee                                    | Form C           | N/A   | N/A                 |
| Filming and Photography   | 72 hours –15 days                       | \$25.00 - 100.00                          | Form D           | General Liability<br>\$1,000,000                                    | \$1,000,000         |