



SPECIAL EVENT PERMIT APPLICATION B

Parade, Procession, March, Road Race, Bicycle Race, Walk

The organizer of a special event must fill out the application and return it to the Easley Police Dept. **NO LESS THAN 90 BUSINESS DAYS PRIOR TO THE START OF THE EVENT.** A non-refundable application fee will be charged based on the attached fee structure.

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.

Easley Municipal Code Section 95.01 . 95.99, provide the framework and guidance for the issuance of Special Event Permits within the City of Easley. 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 Easley 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 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.

City of Easley Special Events

PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the City of Easley. 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 EASLEY NON-DISCRIMINATION STATEMENT

The City of Easley 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 Easley provides a calendar of upcoming special events on the internet. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Easley Calendar of Special Events can be accessed on the internet at www.cityofeasley.com

SPECIAL EVENT LOCATIONS

For the purpose of event locations, without the closure of public streets, the following five (5) locations have been deemed by the City available for events.

1. Old Market Square / Amphitheater - **LOCATION APPROVED FOR ALCOHOL**
2. Easley Crossing Parking Lot- **LOCATION APPROVED FOR ALCOHOL**
3. West End Hall
4. City Fountain / Christopherson Gazebo- **LOCATION APPROVED FOR ALCOHOL**
5. City Hall Parking Lot

Permit # ____-____
Date: _____



Non-Refundable
Processing Fee:
\$ _____

City of Easley

SPECIAL EVENT PERMIT APPLICATION- FORM B

Parade, Procession, March, Road Race, Bicycle Race, Walk

APPLICANT INFORMATION

Name of Event: _____

Applicant Name: _____

Name of Non-Profit Organization: _____ Circle one: 501c3 or 501c6

Mailing Address: _____

City / State/ Zip: _____

Work Phone: _____ Cell: _____

E-mail: _____

Event Web Site: _____

Link to Event Logo: _____

Purpose of the Event: _____

Who is your Target Audience? _____

How will you ensure a Diverse Audience? _____

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

If yes, please list URL(s): _____

Location:	
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	

ALCOHOL

Will alcoholic beverages be served or sold? Yes No

If yes, **DO NOT** complete this application. Any event with alcohol must complete Special Event Permit Application A. *Please contact the City of Easley Police Department at 859-4025.*

CITY SERVICES

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

Trash Receptacle's – In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling, distributing beverages? Yes No. If yes, in what containers will they come packaged in? aluminum cans glass bottles/jars plastic bottles/jugs/jars

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.

IT IS REQUIRED TO PROVIDE RECYCLING CARTS AT ALL EVENTS APPROVED BY THE CITY.

***Vendors that sell beverages must receive 35 gallon roll carts for recycling. Glass, plastic and aluminum must be collected separately.

*** All cardboard should be broken down and kept separately (stacked adjacent to collection containers

*** Mixed paper carts can also be provided upon request.

How many 35 gallon roll carts are you requesting for TRASH? _____

How many 35 gallon recycle carts are you requesting? _____

How many 35 Gallon recycle containers are you requesting? _____

Additional recycling request? _____

Delivery Location:
Date and Time for roll carts to be emptied?
Date and Time for roll carts to be picked up?

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.

PUBLIC PROPERTY CLEANUP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

Will the event need City Personnel to assist with event site clean-up? Yes No

Date and Time for clean-up staff arrival:

SAFETY AND SECURITY (CHECK TYPES OF SECURITY NEEDED)

- Beer/Alcohol Security
- Event Area Security
- Road Closure Security
- Money Handling Security
- Stage Security
- Other _____
- Overnight Security From ____:____ To ____:____

Dates and Times for Security to be on site : _____

*Applicant may be required to hire off-duty sworn City of Easley Police Officer(s) to provide security to insure public safety. The Chief of Police will determine the number of officers required. **Cost for the security is \$25 per hour per officer for minimum of (3) three hours. The applicant will be billed for this service after the event is held.***

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 amplified equipment is restricted to the hours of 7:00am – 10:00pm

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 amplified equipment) is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. An Easley Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, the EPD 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 type 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 so, please list size and locations:

Sign and banners must be approved through the Planning and Development Department (855-7908)

VENDORS

A vendor is anyone who is serving, selling, or sampling food, beverage, or merchandise.

Does the Event include Vendors? Yes No

If yes, please contact the City of Easley Business License Office for further requirements and possible fees (855-7900)

If the event will have food vendors, please check the following that apply:

Served Sold Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, other)
Use additional sheet if necessary

VENDOR	COOKING METHOD	FOOD ITEM

Fire Code requires a fire extinguisher at each cooking location. Food and beverages shall not be sold at an event unless approved and licensed. Event organizers are responsible for adhering to SC DHEC regulations. Applicant must show a plan for clean-up and grease removal.

Does the event include mechanical rides, space walk, or other attractions? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, with what company?
List details, if any: Applicants contracting with amusement ride companies are required to provide the City of Easley with a certificate of insurance, naming the applicant and the City of Easley as additional insured on general liability.

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.

SPECIAL EVENT VENDOR PERMIT

List all commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

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.

<p>The City of Easley 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 Easley may determine the total number of required restroom facilities on a case-by-case basis.</p>		
<p>Do you plan to provide portable restroom facilities at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>If yes: Total number of portable toilets:</p>		
<p>Number of ADA accessible portable toilets:</p>		
<p>If no: Please explain:</p>		
<p><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></p>		
<p>Number of portable sinks:</p>		
<p>Restroom Company:</p>		
<p>Telephone:</p>		<p>Pager/Cellular:</p>
<p>Equipment Setup:</p>	<p>Date:</p>	<p>Time:</p>
<p>Equipment Pickup:</p>	<p>Date:</p>	<p>Time:</p>

EVENT SCHEDULE

<p>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.)</p>			
DATE	TIME	ACTION	ASSIGNED TO

FIRST AID

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event
Name & Phone Number of Emergency Medical Service Provider:
Site Location
Times of Operation

CRISIS MANAGEMENT PLAN

Each event must develop a communication and crisis management plan. This plan must be submitted to the City of Easley before the Special Event Permit is issued.
Name and phone number of responsible person and method by which emergency services will be notified in the event of an emergency:
Method event staff and volunteer will use to communicate with each other:

HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders, or other upright tanks? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any deep fat fryers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles, or pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must contact the Easley Fire Department at least 60 days prior to the event to make them aware and to see if any other special precautions are needed (859-8950).
Will generators or electrical service be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Generators CANNOT be refueled within the event site during event operating hours. If electrical service is needed, the applicant must contact the Planning and Development Department as to the requirements. (855-7908)

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):

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

Start Location (if applicable):		Finish Location:		
Will the event need to close any road?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please fill in the following information (attach additional sheet if necessary).				
Street	From	To	Dates	Time
<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 Easley Police Department within one week of check out date. If signage is lost, stolen or damaged, the applicant will need to reimburse the City of Easley \$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>				

TRAFFIC BARRICADES
<p><i>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 Public Works Department. 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.</i></p>
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Police Department before the Special Event Permit will be issued.

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, or may cause disruption for the City of Easley residences, businesses, or churches, an emailed or hand delivered notification must be provided to the affected parties two weeks prior to the event. **Notices must reflect the date(s), day(s), time(s), location(s), types of activities taking place during you event and event coordinator contact information.** The notice must give detour or alternative 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 use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

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

Yes No

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 Easley 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 Easley 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 (15q) minimum emergency access lanes throughout the event site.**
- Event must maintain pedestrian access on public sidewalks.
- A white temporary waterbase pavement paint can be used on the streets to mark the course. If the paint doesnq 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 Easley 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.

INSURANCE REQUIRMENTS

Events requesting a parade, block party, or any other event that requires road closure are all required to obtain Liability Insurance coverage. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the minimal amount specified to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the minimum coverage and specifically identifying The City of Easley 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 Easley does not sell insurance. However; this type of insurance policy can 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 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 and 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.

Applicants
Signature: _____

Date: _____

Mail Application to:
Easley Police Department
Special Event Permits
PO Box 466
Easley, SC 29641