



BEAUFORT COUNTY

SPECIAL EVENT PERMIT APPLICATION

Festival Event

The organizer of a special event must fill out the application and return it to Beaufort County Parks and Recreation NO LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT, Unless 300+ participants in event, then no less than 60 days. A non-refundable application fee will be charged based on the attached fee structure. Applications not received within this timeframe will not be processed.

Permit Process

The permit application process begins when you submit to PALS a completed Special Event Permit Application. **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 Parks and Recreation will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. You are responsible to contact all affected county departments and/or public agencies with regard to related permits or licenses which may be required for your event. Please review this application carefully for contacts you may need to make based on the type of event you are planning.

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.

For further assistance please contact Parks & Recreation at (843) 255-6680.

Permit #09-_____
Date:_____



Non-Refundable
Processing Fee:
\$_____

BEAUFORT COUNTY

SPECIAL EVENT PERMIT APPLICATION Festival, Event

Applicant Information

Name of Event:_____

Applicant Name:_____

Organization:_____

Mailing Address:_____

City/State/Zip:_____

Work Phone:_____ Cell:_____

Email:_____

Event Web Site:_____

Purpose of the Event:_____

Primary Event Activities:_____

Location/Facility:	
Date:	
Start Time:	End Time:
Set-Up Begins:	Clean-Up Ends:
Estimated Attendance:	
Charge of Admittance for Adults:	
Charge of Admittance for Children:	
The event is <input type="checkbox"/> Private (by invitation only) or <input type="checkbox"/> Open to General Public	

County Services

Beaufort County does not provide amenities such as portable washrooms, sound systems, tents, canopies, chairs, tables or other equipment.

Applicants are responsible for cleaning and restoring the site after the event. 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?

SAFETY AND SECURITY (CHECK TYPES OF SECURITY TO BE PROVIDED BY APPLICANT):

Beer/Alcohol Security

Stage Security

Event Area Security

Gate Security

Overnight Security

Other _____

Money Handling Security

Dates & Times for Security to be on site: _____

Applicant may be required to Contract Beaufort County Sheriff's Deputies to provide security to insure public safety. Such deputies should be graduates of the South Carolina Law Endorsement Academy, have a working knowledge of Beaufort County Sheriff Department procedures and be approved by the Chief Deputy. Contact Beaufort County Sheriff's Office for Special Event information and charges at (843)255-3200. The applicant can also contract with a private security firm, but they must be South Carolina Law Enforcement Division (SLED) certified.

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 a.m. – 10:00 p.m. at all Beaufort County Parks and Leisure Service Facilities.

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 so that it is not unreasonably loud, raucous, or disturbing to a reasonable person. A Beaufort County Sheriff Deputy (BCSO) Or Law Enforcement with jurisdiction may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, the BCSO or Law Enforcement with jurisdiction may order musical entertainment to cease because it may incite a crowd to become unruly and risk injury.

Tents and Signage

Will tents be used for this 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 so, 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 Beaufort County property is strictly prohibited.

Vendors

A vendor is anyone who is serving, selling, sampling or displaying food, beverages, merchandise or services. No food truck/trailers are allowed on any meadow, grass, or field.

Does the event include vendors? Yes No

If yes, please contact Beaufort County Business License Department at 843-255-2270 for a Vendor Permit.

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

Served Sold Catered Prepared Outdoors

An applicant having any food service must contact the Department of Health and Environmental Control at (843) 522-9097 for approval of any food preparation or service. Event organizers are responsible for arranging health inspections for their events. Applicant must show a plan for clean-up and grease removal.

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. Applicant must show a plan for clean-up and grease removal.

Does the event plan on serving or selling beverages? Yes No

No glass, bottles or cans will be permitted on County property. Beverages must be served in paper or plastic cups.

Portable Rest Rooms & Sinks

You are required to provide portable rest room 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.

Beaufort County 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. Beaufort County may determine the total number of required rest room facilities on a case-by-case basis.

Do you plan to provide portable rest room facilities at your event? Yes No

If yes: Total number of portable toilets?	
Number of ADA accessible portable toilets?	
If no: Please explain:	
<i>Portable Sinks are required at portable toilet location if the event has four (4) or more food vendors. Sink to portable toilet ration 1:10.</i>	
Number of portable sinks?	
Rest Room Company?	
Telephone	Pager/Cellular
Equipment Setup: Date	Time
Equipment Pickup: Date	Time

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.)

<u>DATE</u>	<u>TIME</u>	<u>ACTION</u>	<u>ASSIGNED TO</u>

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 PALS 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? 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

Will there be any deep fat fryers? Yes No

Will there be any lasers, torches, fireworks or candles? Yes No

If yes, an application must be submitted to the Fire Department with jurisdiction, for a County and State Fireworks permit at least 30 days prior to the event.

Will generators or electrical service be used? Yes No

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Please specify locations, voltage, amperage, and phase of any additional electrical wiring that will need to be installed. Generators **CANNOT** be refueled within the event site during event operating hours.

Site Plan

Provide a Site Plan sketch of the event. Include maps, outlines or diagrams 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"/> Food vendors (FV)
<input type="checkbox"/> Beverage vendors (BV)
<input type="checkbox"/> Alcoholic beverage vendors (A)
<input type="checkbox"/> Fire Extinguishers (EX)
<input type="checkbox"/> Portable toilets (T)
<input type="checkbox"/> Hand washing sinks (HWS)
<input type="checkbox"/> Stages or amplified sound (SO)
<input type="checkbox"/> Bleachers (BL)
<input type="checkbox"/> Retail merchants (RM) | <input type="checkbox"/> First Aid and/or EMS (FA)
<input type="checkbox"/> Garbage receptacles (G)
<input type="checkbox"/> Number of barricades (B)
<input type="checkbox"/> Trailers, vehicles, storage facilities
<input type="checkbox"/> Fire lane (FL) (ST)
<input type="checkbox"/> Sign or banners (S)
<input type="checkbox"/> Security (P)
<input type="checkbox"/> Generator/electricity (E)
<input type="checkbox"/> Assembly areas (A) |
|---|--|

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.

Alcohol

Will alcoholic beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcoholic beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, SC ABC permit required.</i>
What type of alcohol will be served? (in a plastic or paper cup) <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Who will be serving the alcohol?
Times for alcohol to be served:

All alcohol sales must end 15 minutes prior to your event ending time.

Locations within event site where alcohol will be served:

Have you applied for a South Carolina temporary ABC Permit?
State Statue 61-4-550

Information on how to receive a temporary alcohol permit can be received from the South Carolina Department of Revenue at (803)898-5864 or on-line at <https://dor.sc.gov/tax/abl>

Requirements for Compliance with the Alcohol Policy relating to Serving and Consumption of Alcoholic Beverages

1. The service of alcoholic beverages shall be in compliance with all applicable state and local laws including *Beaufort County Code Section 90, Article IV. Use of Alcoholic Beverages on County Recreation Facilities.*
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 beverages are prohibited on County 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, wine or alcohol 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 SECOND BEER IS GOING TO SOMEONE PREVIOUSLY ID'D.
8. It is a violation to sell liquor, beer or wine to an intoxicated person (State Code: 61-4-580 (A)(2)) . 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 (State Code: 61-4-580 (A)(1)).

Alcohol 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*)

A)

B)



BEAUFORT COUNTY

SOUTH CAROLINA CODE OF LAW 61-4-50
It is unlawful to sell beer or wine to a person under the age of 21.

SOUTH CAROLINA CODE OF LAW 61-4-80
It is unlawful for any person to purchase beer or wine on a licensed premises and to give such beer or wine to a person to whom beer or wine cannot lawfully be sold.



BEAUFORT COUNTY

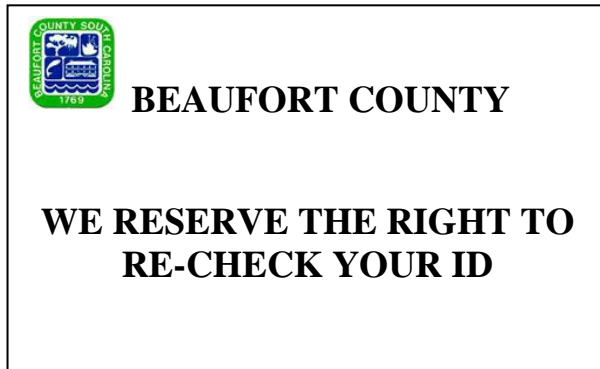
EVENT NAME
Alcohol Permit Hours

**BEER/WINE/ALCOHOL SALES
BEGIN @ ???PM**

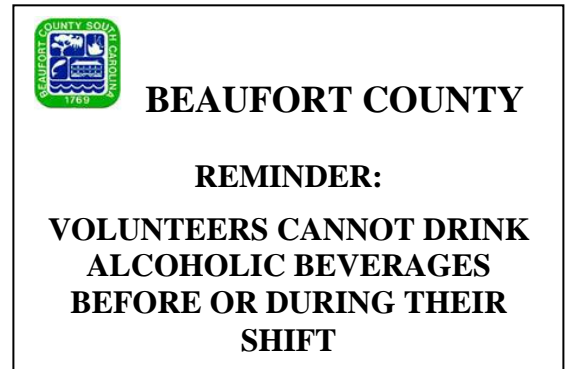
**BEER/WINE/ALCOHOL SALES
END @ ???PM**

EVENT ENDS @ ???PM

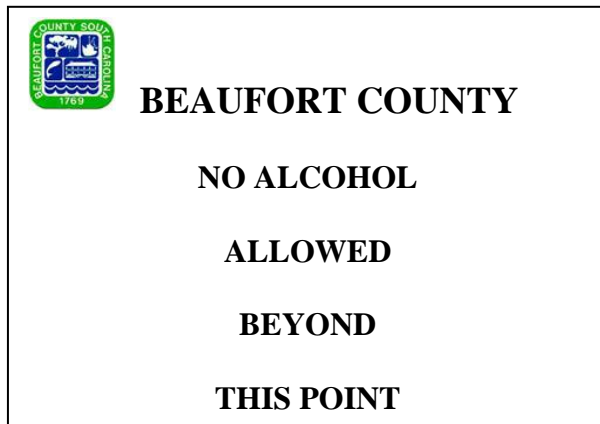
C)



D)




E)



F) (INSIDE BUILDINGS)



G)



BEAUFORT COUNTY

WRISTBAND POLICIES

THE FOLLOWING GUIDELINES ARE MANDATED THROUGH A COUNTY OF BEAUFOR ORDINANCE AS OF

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Anyone 21 years of age or older wishing to consume alcohol on public property must wear a County of Beaufort approved wristband.

All individuals consuming alcohol on public property will be required to purchase a wristband for \$1.00 from the event or any participating restaurant in the event permit area.

Event patrons who are not wearing a valid wristband, and who are in possession and/or consuming alcohol beverages, will be charged with a violation of the alcohol policy.

Any consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited

No more than two (2) alcoholic beverages shall be sold to a customer at a time.

It is the policy of the County of Beaufort to ID any and all.

Wristband Distribution Procedure and Guidelines

1. When an organization receives an event permit indicating that the event will permit alcoholic beverages, the event organizer will issue specific colored wristbands to the event and any participating restaurants within the event site. The organizer of the event will make PALS staff and security aware of the type and color of the wristband used each day for alcohol sales.
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. All wristbands must be sold by the event organization and participating restaurants at the uniform price of one dollar (\$1.00).
5. Identification Checking/Wristband Distribution Station must be available throughout the event site.
6. The wristband colors must match identically to the wristband distribution log for each day of the event.
7. Event patrons who are not wearing a valid colored wristband assigned to the special event and who are in possession and/or consuming alcoholic beverages will be charged with a violation of the alcohol policy.
8. Consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited.
9. No more than two (2) alcoholic beverages shall be sold to a customer at a time.

Insurance Requirements

Events requesting alcohol permits to serve alcohol, food service, entertainment stages, Kids inflatable bounce tents, or trampolines 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 Beaufort County as an **Additional Insured**.

Has liability insurance listing the County as additional insured been secured?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Category	Type	Individual Occurrence
All Events	General Liability	\$1,000,000
All Events	Liquor Liability	\$1,000,000

Beaufort County 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 assumes 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 to save the County 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
Signature: _____ Date: _____

**Mail Application to:
Special Event Permits (Parks and Recreation)
Beaufort County
905 Buckwalter Parkway
Bluffton, SC 29910**

BEAUFORT COUNTY SPECIAL EVENT PERMIT SCHEDULE OF FEES

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 County services.

Event	Application Submittal / Processing Time	Processing Fee	Insurance Individual Occurrence
Type III Festival or major event: 300+ May Include: outdoor entertainment, sale food/beverages, service of alcohol and/or generate revenue.	60 days prior to the event	\$50 two or more days \$25 single day	General Liability \$1,000,000 Liquor Liability \$1,000,000
Type II Private or public gathering (max. attendance 100-299) Includes: sale or service of food/beverages, outdoor entertainment and service of alcohol	30 days prior to the event	\$25.00	General Liability \$1,000,000 Liquor Liability \$1,000,000
Type I*Special Event Private or public gathering (99 or less) Does not generate revenue	30 days prior to the event	\$25.00	General Liability \$1,000,000 Liquor Liability \$1,000,000
Filming and Photography	72 hours – 15 days	\$25.00	General Liability \$1,000,000 Liquor Liability \$1,000,000

Special Events Committee Approval check-list:

Zoning Department **Approved**_____ **Denied**_____

Reason_____

Facilities Maintenance **Approved**_____ **Denied**_____

Reason_____

Public Works **Approved**_____ **Denied**_____

Reason_____

EMS **Approved**_____ **Denied**_____

Reason_____

Law Enforcement **Approved**_____ **Denied**_____

Reason_____

**Fire Department
(Local Jurisdiction)** **Approved**_____ **Denied**_____

Reason_____

Sheriff Office **Approved**_____ **Denied**_____

Reason_____

**Parks & Leisure Services
Director** **Approved**_____ **Denied**_____

Reason_____

FINAL APPROVAL:

**County
Administrator/Designee**_____ **Date:**_____

Reason_____

Form revised April 2016