



Greer City Hall
301 East Poinsett Street
Greer, South Carolina 29651

Phone: (864) 848-2150 • Fax: (864) 848-2157

SPECIAL EVENT PERMIT APPLICATION

This application must be completed and submitted to the City Administrator's office no fewer than sixty days (60) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

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

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Specific Location of Event: \_\_\_\_\_

Applicant (PERSON in charge of Event): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ [ ] Work [ ] Cell

Street Address: \_\_\_\_\_ Suite/Apt. #: \_\_\_\_\_

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

Organization Representing: \_\_\_\_\_

Is this a charity or non-profit organization? [ ] YES [ ] NO

Does your event carry liability insurance listing the City as co-insured? [ ] YES [ ] NO

Will your event use amplified sound? [ ] YES [ ] NO

If you answered YES, what will it be used for?

Will you require the use of the stage owned by the City for this event? [ ] YES [ ] NO

If you answered YES, see attached Stage Reservation Policies and Stage Rental Agreement

OFFICIAL USE ONLY
[ ] Approved [ ] Denied Permit No: \_\_\_\_\_ Date: \_\_\_\_\_

Do you plan to sell or serve food and beverages at the event? .....  YES  NO

(Note: All DHEC regulations must be followed)

If you answered YES, describe the types of food and beverages to be served:

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Will there be any cooking with grease? (Note: Grease mats are required).....  YES  NO

If you answered YES, how do you plan to dispose of the grease?

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Do you anticipate serving or selling alcoholic beverages at the event? .....  YES  NO

If you answered YES, describe the types of alcoholic beverages to be served:

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Will your event include pyrotechnics (fireworks)?.....  YES  NO

Expected number of participants: \_\_\_\_\_ Expected number of spectators: \_\_\_\_\_

This event is .....  Public  Private

It will be held on property that is .....  Public  Private

## Event Description

Describe the type and size of event (location, how much area to be used, stages, entertainment, etc.) for which you are seeking a permit. Please use the back of this application or a separate sheet to draw a simple sketch showing streets to be closed, placement of tents, stages, etc.

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The event will begin at \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_, 20\_\_\_\_

*Time*

*Date*

*Year*

The event will end at \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_, 20\_\_\_\_

*Time*

*Date*

*Year*

Set up for the event will begin at \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_

*Time*

*Date*

Roads will be closed at \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_

*Time*

*Date*

Roads will be re-opened at \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_

*Time*

*Date*

# Event Set Up

Will tents be used for the event? (Note: Metal stakes are not permitted) .....  YES  NO  
*If you answered YES, list the number of tents, size, type, and locations:*

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Will any signs or banners be erected? .....  YES  NO  
*If you answered YES,, list the size(s) and location(s):*

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Describe any power needs and location of power source(s):

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Will generators be used? .....  YES  NO  
*If you answered YES, list number, size, and locations:*

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Have arrangements been made for restroom facilities? .....  YES  NO  
Location(s) of facilities:

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Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source:

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Will the proceeds benefit any organization? .....  YES  NO  
*If you answered YES, list the name of organization:*

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Describe sanitation provisions (trash cans, event clean up):

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Who is providing the above provisions?

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# City Services

Do you need the City of Greer to provide any of the following services?

(Note: Reimbursement to the City will be required for these services. A fee schedule is attached.)

Roll Carts:  YES  NO How many? \_\_\_\_\_ Location(s): \_\_\_\_\_

Date and time roll carts are to be emptied: \_\_\_\_\_

Date and time roll carts are to be picked up: \_\_\_\_\_

Barricades:  YES  NO How many? \_\_\_\_\_ Location(s): \_\_\_\_\_

Who will be responsible for placing barricades? \_\_\_\_\_

Will City personnel be responsible for street and property clean-up?.....  YES  NO

## Safety and Security:

What arrangements have been made for medical assistance, if needed?

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Number of Police Officers needed for crowd and traffic control? \_\_\_\_\_

(Note: A list of special events security requirements is attached)

Dates and times for security to be on site?

Have you contracted for mechanical rides, space walks, or other attractions?.....  YES  NO

*If you answered YES, list the company and any details:*

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Rain Policy for Event: \_\_\_\_\_

List the name(s), location(s), and date(s) of special events you have staged over the past five years:

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**Note: Per City of Greer Ordinance Number 47-2008, signs must be posted at each entrance site with the statement, "For the safety of all attending this event, pets are not permitted." Signs and stakes are available at no cost at City Hall and must be returned following your event. A refundable deposit is required.**

**VENDOR PARKING MUST BE IN AN AREA DESIGNATED BY THE CITY**

# Hold Harmless Clause

Permittee/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 permittee's operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violations 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 of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Return complete application to: City Administrator's Office  
Greer City Hall  
301 E. Poinsett Street  
Greer, SC 29651

## FOR OFFICIAL USE ONLY

### Departmental Review & Approval

POLICE .....  YES  NO \_\_\_\_\_  
*Authorized Signature*

FIRE .....  YES  NO \_\_\_\_\_  
*Authorized Signature*

BLDG. AND DEV. STANDARDS.....  YES  NO \_\_\_\_\_  
*Authorized Signature*

PUBLIC SERVICES .....  YES  NO \_\_\_\_\_  
*Authorized Signature*

PARKS AND RECREATION.....  YES  NO \_\_\_\_\_  
*Authorized Signature*

APPLICATION:  GRANTED  DENIED

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date



## **Special Events Security Requirements**

In order for Greer Police Officers to provide security at this event, certain payment and Worker's Compensation requirements must be met. Greer Police officers are to be paid at a rate of \$38.04 per hour per officer. There is a two-hour minimum.

Worker's Compensation requirements may be met in one of the two following ways:

1. Your organization may agree to provide Worker's Compensation coverage to the officer while he is working at the scheduled event. If this is possible, your organization would need to provide a letter to the Greer Police Department prior to the event that states that the officer will be covered by your organization. You will then be able to pay the officer directly at the end of the event.

2.

If your organization cannot cover Worker's Compensation this can still be arranged by entering into a Secondary Employment Agreement with the City of Greer. Total payment for the officer including the administrative fee will then be made to the City of Greer no later than three working days following the event. The officer will then be covered by Worker's Compensation through the City of Greer and will receive payment for working the event on the next scheduled pay day.

The number of officers required to work any special event may be contingent upon the size of the expected crowd and whether alcohol will be served.

A copy of the Secondary Employment Agreement may be obtained by calling the City of Greer Police Department at 848-2188. Other details may be discussed at that time as well.



## Public Services Department Fee Schedule for Special Events

To hang banners, signs, etc.....	\$ 25.00
To place drop cords from street lights, panels, etc. ....	\$ 75.00
To deliver and pick up street barricades. ....	\$ 75.00
To deliver and pick roll carts (trash cans).....	\$ 75.00
To empty roll cart as needed during and after events .....	\$ 20.00*
<i>* Rate is per-hour per person with a two-hour minimum.. The number of workers will be determined by the Public Services Director.</i>	
Use of the Street Sweeper, if needed, to clean streets .....	\$100.00**
<i>** Need for the street sweeper will be determined by the Public Services Director.</i>	

A \$250.00 charge is required before event.



## **Parks and Recreation Department Stage Reservation Policies**

The following guidelines are designed to protect the beauty and integrity of the city stage. Greer Parks and Recreation reserves the right, on an individual basis, to refuse rental events deemed inappropriate to the Parks and Recreation staff. Rental fees are subject to change without notice. City of Greer events take precedent over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the stage.

**1. Stage Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the Stage Rental Application Form and the required deposit has been made. All reservation fees must be made payable by cash, check or money order only. The renter of the stage is not allowed to sublease the stage. The rental fees will cover the cost of a technician to set up and breakdown the stage.

**2. Hours of rental:** The Stage is rented on a daily basis from 7:00 am till 12:00 midnight. Failure to vacate by the designated time listed on the Rental Application will result in the loss of your security deposit plus any damages that may have been incurred, including extra clean up fees.

**3. Deposits and fees:** There are two required deposits that must be paid at the time the rental contract is signed. There is a Rental Deposit that will be applied to the balance that is owed. There is also a refundable Security Deposit that is applied towards additional clean-up or for damages. The balance of fees must be paid no later than one week prior to the event. Refunds are processed within 2 weeks after your event for the refundable \$100.00 security deposit less any additional clean-up or damage charges. Failure to vacate the stage area by the designated time listed on the Rental Application will result in additional rental fees.

**4. Cancellation:** Rental fees and deposits will be refunded for events cancelled at least one week in advance. If the event is cancelled less than one week in advance, the security deposit will be forfeited and the rental fees will be returned.

**5. Set-up and decorations:** Stage set up will be done by Parks and Recreation Department staff at the agreed upon time. The renter will be responsible for all other setup including decorations. All decorations including banners must be pre-approved by the Recreation Director. All decorations and rental equipment must be removed immediately following your event. The Parks and Recreation Department staff is not responsible for the removal or security of rental equipment.

**6. Security Officers:** If the stage requires set up the day before the event then overnight security will be required at the renter's expense.

**7. Entertainers:** Before finalizing your entertainment you should be sure their power needs are compatible with our stage. The renter is responsible for any damages incurred to the stage by entertainers or their employees. All equipment must be removed and vacated from the stage within thirty minutes at the conclusion of the event.



**8. Weapons & Explosives:** Possession and/or use of firearms, weapons, fireworks, & explosives are prohibited.

**9. Tobacco use:** Use of tobacco products is prohibited inside the stage.

**10. Violations of rules:** Any person violating the existing rules and regulations or, in the opinion of a Parks and Recreation employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a Parks and Recreation employee and expelled from further use of the stage. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

**11. Right to alter or end an event:** The City of Greer maintains the right to alter or end any event at anytime it is determined necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.

**12. Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, walls, stairs, stage skirting, stage power cords, whether made by the renter, his or her employees, agents, volunteers or guests. The Parks and Recreation Director will determine whether any damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether the damage is of the nature that the renter will be held responsible.

## **Stage Rental Fees and Deposits**

### **Rental Fees**

\$350 per day for non-profit organizations

\$500 per day for private organizations/individuals

### **Deposits**

\$100 rental deposit and a refundable \$100 security deposit payable at the time of reservation.



# CITY STAGE RENTAL AGREEMENT

## Rental Fees

\$350 per day for non-profit organizations  
\$500 per day for private organizations/individuals

## Deposits

\$100 rental deposit and a refundable \$100 security deposit payable at the time of reservation.

### RENTER INFORMATION

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### EVENT INFORMATION

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Rental Times: \_\_\_\_\_

I have received and read the City of Greer Stage Reservation Policy. I understand that failing to adhere to the policy may result in the loss of my security deposit and additional action by the city to recoup any damages or losses.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Director of Parks and Recreation / Authorized Designee

\_\_\_\_\_  
Date: