



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

Fee to close Trade Street: \$400 per block per day with City services included.

The City of Greer prohibits any type of cooking on the Trade Street brick pavers. All food must be prepared on side streets in the downtown area- Randall Street, School Street, Depot Street, parking lots, etc.

Name of Event: _____

Date(s) of Event: _____

Specific Location of Event: _____

Type of Event: [] Public [] Private

Applicant (PERSON in charge of Event): _____

Best Contact Number: _____

Street Address: _____ Suite/Apt. #: _____

City: _____ State: _____ Zip: _____

Email: _____

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.

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 will begin at _____ a.m. / p.m. on _____, 20____
Time *Date* *Year*

Roads will be closed at _____ a.m. / p.m. on _____, 20____
Time *Date* *Year*

Roads will be re-opened at _____ a.m. / p.m. on _____, 20____
Time *Date* *Year*

Applicant must post "No Parking" signs, including the date and times of the event set up, along City roads where public parking spaces exist within the event site. The signs must be 10"x10" in size and zip-tied (no tape of any kind) to the existing light poles.

Organization Representing:

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

If YES, type of non-profit: 501C-3 501 C-6 Place of Worship

Please submit a copy of the IRS letter for the non-profit organization.

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 YES, see attached Stage Reservation Policies and Stage Rental Agreement

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: _____

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? _____

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

If YES, type: Beer/Wine Liquor Drinks

All beverages must be served in plastic cups- no bottles or cans.

Please give specific location(s) of where the alcohol will be served: _____

How will the event prevent underage drinking: _____

Will your event include pyrotechnics (fireworks)? YES NO

Event Set Up

Will tents be used for the event? (Note: Metal stakes are not permitted)

YES

NO

If YES, list the number of tents, size, type, and locations:

Will any signs or banners be erected?

YES

NO

If YES,, list the size(s) and location(s):

Will generators be used?

YES

NO

If YES, list number, size, and locations:

Have arrangements been made for restroom facilities?

YES

NO

If YES, list location(s) of facilities:

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability 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 Greer 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 Greer may determine the total number of required restroom facilities on a case-by-case basis.

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

Will the proceeds benefit any organization?

YES

NO

If YES, list the name of organization: _____

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

Who is providing the above provisions?

City Services

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

(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

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

Safety and Security

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

The City of Greer Police Department will determine if police presence is needed on site during the event.

(A list of special events security requirements is attached)

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

If YES, list the company and any details:

Rain Policy for Event: _____

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

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, when directly caused in whole or in part by the permittee. Notwithstanding the foregoing, permittee will not be liable for damage or injury arising out of the negligence of the City or its officers, agents, and employees. 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 resulting from the negligence or intentional acts or omissions or its officers, agents and employees, except to the extent and percentage attributable to the negligence or intentional acts or omissions if the City 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 \$25.00 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. All parties will sign the agreement that outlines the payment requirements plus a \$6.24 per hour per officer administrative fee to cover mandatory contributions. 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 up roll carts (trash cans).....	\$ 75.00
To empty roll cart as needed during and after events	\$ 20.00*
Use of the Street Sweeper, if needed, to clean streets	\$100.00**

** Rate is per-hour per person with a two-hour minimum. The number of workers will be determined by the Public Services Director.*

*** Need for the street sweeper will be determined by the Public Services Director.*

A \$250.00 deposit is required before the event.