



Special Event Application

Application Approval Process

Completed Special Event Applications will be reviewed by the Special Events Committee, which consists of representatives from the appropriate City departments. During the review process, the Committee will work with the event organizer to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. In some cases, approval from the City Manager's office may be required. **Please note that acceptance of this application and application fee does not imply approval of event.**

If the event is approved, the Special Events Committee will draft a written Memorandum of Understanding (MOU) to set the terms and conditions under which the event will be allowed to operate. The MOU will be delivered to the applicant and a signed copy of the MOU, along with other pending documents must be returned to the City Manager's Office within 5 business days of initial receipt. Delays in providing these items may result in a delay of the review process and eventual approval. Due to the changing components of an event, special event permits are issued only a few days in advance of the event date. The final signed Memorandum of Understanding will serve as the Special Event Permit.

The following documents will be necessary to complete review of the event:

- Complete Special Event Application
- Liability insurance certificate
- Site plan
- Route and traffic plan
- Contract with RHPD if police services needed
- Applicable permits, including tent, signage, SCDOT road closure, fireworks, alcohol, etc.
- Notification to residences/businesses regarding event

Please see the City of Rock Hill Special Event Policy for more information about the application process or call 803/329-7016 with questions.

Applicant Information

Applicant Name: _____

Organization: _____

Mailing Address: _____

Daytime Phone: _____ Cell: _____

Email: _____

Event Information

Event Name: _____

Event Website: _____

Purpose of Event: _____

Location: _____

Date: _____

Start Time: _____ End Time: _____

Road Closure Begins: _____ (Date and Time)

Road Closure Ends: _____ (Date and Time)

Set-Up Begins: _____ (Date and Time)

Clean-up Ends: _____ (Date and Time)

Estimated attendance: _____

This event is: (check one) Private (invitation only)
 Open to the General Public

Please list the organization(s) sponsoring this event. _____

Is your organization a charity or non-profit organization? Yes No

If yes, please give name of charitable or non-profit organization: _____

Please describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source. _____

Will the proceeds generated from this event benefit any organization?
 Yes No If yes, what organization? _____

What is the rain plan for this event?
 Event will continue as planned with no alterations.
 Event will be cancelled.
 Event will take place at an alternate location.

Please provide details of rain plan. _____

Sanitation Needs

Applicant may be required to hire off-duty City of Rock Hill staff to provide sanitation service. See Special Event Fee Schedule for current rates.

Size of event area, expected attendance, food sales, etc. will affect the number of roll carts/trash cans and recycling bins needed. The City of Rock Hill recommends one trash

can and one recycling bin placed approximately every 50 feet. Based on these criteria, City of Rock Hill staff will make the final determination on the number of roll carts and recycling bins that are required.

Will the City need to provide roll carts/trash cans and recycling bins?
 Yes No If yes, approximately how many? _____

Delivery Location: _____
 When to deliver? _____ (Date and Time)
 When to empty? _____ (Date and Time)
 When to pick up? _____ (Date and Time)

Electrical Needs

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. All electrical equipment and setup must comply with the National Electrical Code, 2005 edition, and the International Fire Code, 2003 edition.

Will electricity be needed during the event?
 Yes No

If yes, how will power be supplied? (Check all that apply.)
 Generators (Generators cannot be refueled within the event site during event operating hours.)
 Electrical Service supplied by the City
 Other _____

Please specify use, locations, voltage and amperage needs. Attach additional sheets if necessary.

Use	Location	Voltage/Amperage

Public Property Cleanup

Applicants are responsible for cleaning and restoring the site after the event. Cleanup of public property will be held to the standards set by the City of Rock Hill. 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 the responsibility of the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan and indicate the reason. Applicant may be required to hire off-duty City of Rock Hill staff to monitor event logistics and assist with clean up. See Special Event Fee Schedule for current rates.

What is the clean up plan for your event? _____

Will city staff need to assist with site clean-up?
 Yes No
 When should clean-up staff arrive? _____ (Date and Time)

Safety/Security

Applicant may be required to hire off-duty City of Rock Hill Police Officers to provide security to ensure public safety. See Special Event Fee Schedule for current rates. A contract with the Police Department must be signed before the Special Event Permit is issued. The Rock Hill Police Department will determine the number of officers required based on event needs. Please contact the Rock Hill Police Department at 803/329-7278 to make arrangements.

What types of security will be needed?

- Alcohol Security
- Road Closures
- Stage Security
- Building Security
- Other _____
- Event Area
- Money Handling Security
- Gate Security

Is overnight security needed? Yes No

When should police arrive? _____ (Date and Time)

When should police leave? _____ (Date and Time)

Amenities

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

Entertainment

Will your event include entertainment?

Yes No If yes, attach a schedule of events.

Will a stage or stages be used?

Yes No If yes, how many? _____

Please indicate the location and size of each stage. Attach additional sheets if necessary.

	Location	Size
Stage 1		
Stage 2		
Stage 3		
Stage 4		

Who is responsible for set up and take down? _____

When will the stage be set up? _____ (Date and Time)

When will the stage be removed? _____ (Date and Time)

Will amplified sound be used?

Yes No

If yes, how many speakers? _____ How many microphones? _____

If yes, who is responsible for set up and removal of sound system? _____

Where will the sound system be located? _____

When will the sound system be set up? _____ (Date and Time)

When will the sound system be removed? _____ (Date and Time)

The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. See the City's Noise Ordinance (Sec. 20-161 and 162 of the Rock Hill Code of Ordinances) for more information. A special event permit should not be mistaken for a "noise permit".

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 tents be used during the event?

Yes No If yes, how many? _____

If yes, who is responsible for set up and removal? _____

Please indicate the location and size of tents. Attach additional sheets if necessary.

	Location	Size
Tent 1		
Tent 2		
Tent 3		
Tent 4		

Event Signage

Signs may not be placed in the public right of way or off-site of the event.

Will signage be used prior to and/or during the event?

Yes No If yes, how many? _____

If yes, who is responsible for set up and removal? _____

Please indicate the location and size of signs and banners. Attach additional sheets if necessary.

Description	Location	Size

Vendors

Vendors operating in the City of Rock Hill are required to obtain a City of Rock Hill business license through the Rock Hill City Hall's Business License Office. For questions or additional information, please call 803/329-7042.

The event organizer is responsible for ensuring all vendors meet Health Department and City of Rock Hill regulations.

Will there be food vendors and/or cooking areas?

Yes No

Will food vendors be cooking with grease or an open flame?

Yes No

Please indicate vendor information below. Attach additional sheets if necessary.

Name	Description/Items for Sale	Location	Electrical Needs (if applicable)

Amusement rides and inflatables require additional insurance, licensing and inspection. The company providing the rides/inflatables will need to provide the City of Rock Hill with evidence of insurance as outlined in the Special Event policy.

Will mechanical rides or inflatables be used?

Yes No

If yes, what company is providing them? _____

Please indicate details and the location of each ride or inflatable. Attach additional sheets if necessary.

Description	Location

Will portable restrooms be used?

Yes No If yes, how many? _____

If yes, what company is providing them? _____

What is the company's telephone number? _____

Please indicate location of portable restrooms. _____

The City of Rock Hill Special Events Committee recommends 1 chemical or portable toilet for every 250 people expected to attend the event. Ten percent (10%) of these facilities should be ADA accessible. The City of Rock Hill may determine the total number of required rest room facilities on a case-by-case basis.

Alcohol Sales and Consumption

It is illegal to serve or sell beer, wine or liquor on any City Streets unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. All events serving or selling alcohol will be required to serve or sell a non-alcoholic beverage alternative. Alcoholic beverages must be served in paper or plastic cups. Permit with serving hours must be posted.

Will alcoholic beverages be sold or served?

- Yes, it will be sold. Yes, it will be served at no charge.
 No, it will not be available at all. Other _____

What types of alcohol will be available? (Check all that apply.)

- Beer Wine Liquor

Who is responsible for serving the alcohol? _____

City employees are prohibited from checking identification or serving alcohol during events.

When will alcohol be served?

Start: _____ (Date and Time)

Finish: _____ (Date and Time)

Please indicate location of alcohol sales. _____

First Aid/Emergency Medical Services

Will First Aid/Emergency Medical Services be provided?

- Yes No

If yes, what company is providing service? _____

When will EMS arrive? _____ (Date and Time)

When will EMS leave? _____ (Date and Time)

Please indicate location of EMS personnel. _____

Will any hazardous materials be on site during event? Examples include propane, butane, gasoline, diesel tanks, helium, portable heaters, deep fryers, etc.

- Yes No

Will fireworks or other pyrotechnics be used?

- Yes No

If yes, what company is providing service? _____

When will fireworks/pyrotechnics start? _____ (Date and Time)

When will fireworks/pyrotechnics end? _____ (Date and Time)

When will Fire Department arrive? _____ (Date and Time)

When will Fire Department leave? _____ (Date and Time)

The company providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks permit and provide a copy to the Rock Hill Fire Department at least 30 days prior to the event. In addition, the City of Rock Hill Fire Department may determine the use of pyrotechnics on a case-by-case basis in times of severe drought.

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"/> Food vendors (FV) |
| <input type="checkbox"/> Beverage vendors (BV) | <input type="checkbox"/> Alcoholic beverage vendors (A) |
| <input type="checkbox"/> Portable toilets (T) | <input type="checkbox"/> Accessible toilet (AV) |
| <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"/> Barricades (B) |
| <input type="checkbox"/> Trailers, vehicles, storage facilities (ST) | <input type="checkbox"/> Fire lane (FL) |
| <input type="checkbox"/> Sign or banners (S) | <input type="checkbox"/> Police (P) |
| <input type="checkbox"/> Generator/electricity (E) | |

Route and Traffic Plan

In the event of a road closure, the event organizer is responsible for securing approval to close roads from the Rock Hill Police Department. Please contact the Rock Hill Police Department at 803/329-5583 to discuss the closures and to obtain information regarding the closure of state roads.

Please indicate which of the following may affect traffic or normal use of an area.

- | | |
|---|--|
| <input type="checkbox"/> Run/Race | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Bike | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Pedestrian Accessibility | <input type="checkbox"/> Participant Gathering |
| <input type="checkbox"/> Other _____ | |

Start Location: _____

Finish Location: _____

Will road closures be necessary?

- Yes No

If yes, please indicate the streets to be closed and time of closure. Attach additional sheets if necessary.

Street Name	Section of Street to Close	Date/Time to Close	Date/Time to Open

Applicant must post “No Parking” signs along City roads where public parking spaces exist within the event site. Signs need to be removed at completion of event.

Does the event restrict access to private or public parking lots?

- Yes No

If yes, please indicate the lots to be closed and time of closure. Attach additional sheets if necessary.

Lot Description	Lot Location	Date/Time to Close	Date/Time to Open

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 Committee before the Special Event Permit will be issued.

If your event involves road closures, a parade, other procession, or more than one location, please attach a Route and Traffic Plan. Include the below required information and any additional information that applies to your event. When planning a moving route, the Rock Hill Police Department is available to assist you in planning your route. Please contact the Police Department at 803/329-7278 to more information.

- 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 residences, businesses, places of worship, and public facilities.
- 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 Rock Hill after initial submission of the application.

Please Note: The City of Rock Hill 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

Resident/Business Notification

Events that require road closures, or may cause disruption for City of Rock Hill residences, businesses or churches, notification must be provided to the affected parties one week prior to the event. Notices must reflect the date(s), day(s) time(s), location(s), types of activities taking place during your event and event coordinator contact information. The notice must give detour or alternate route information if normal access is affected.

Applicants may be required to alert local media to road closures and alternate routes at least 3 days prior to the closures in order to make a reasonable attempt to inform the general public of these closures.

Is the sample of the notice and a proposed list of recipients attached with your application?
 Yes No

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 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 permittee or its officers, agents and employees.

Applicant Signature

Date

Authorization

I confirm that the information provided in this application is true to the best of my knowledge.

Applicant Name (Print)

Applicant Signature

Date

Questions

Please call 803/329-7016 or email specialevents@cityofrockhill.com with questions regarding the special event application or approval process.

Thank you for your application and interest in holding your event in the City of Rock Hill.

Internal Use Only	
Date Received:	_____
Review Date:	_____
Event Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, MOU Issue Date:	_____
Signed MOU Received Date:	_____