City of Rock Hill Event Policy

Objective

The City of Rock Hill Event Policy (the "Policy") is designed to regulate the use of streets and sidewalks in the City for all organized events, to protect the health and public safety of citizens and limit the inconvenience for stakeholders in the area. This policy is intended to establish a straightforward and accountable process for event organizers in keeping with the City of Rock Hill's Events Policy Ordinance (Sec. 26-13).

The City of Rock Hill (the "City") is committed to ensuring that all events within the City limits are appropriately governed by rules, regulations, and ordinances, and do not violate federal or state laws or regulations. It is the responsibility of the organizer to ensure these guidelines are followed.

Overview

The organizer of an event must fill out the Event Application and return it to the Events Committee. Based on the type of event, notice must be submitted by the appropriate date to be reviewed with other event requests. An application processing fee will be charged based on the fee structure set up for each event type.

The Events Committee, comprised of City department representatives, will review applications for compliance with City guidelines as outlined within the Policy.

No application or permit is required for events held on private property and not requiring City services. There may be a requirement for other permits such as: tent permits (cooking tents and other tents over 120 square feet), zoning compliance, sign permits, etc. Please contact the Planning and Development Department at 803-329-5590 for information on these additional permitting requirements.

Certain requirements under this policy may be waived by the City Manager or his designee for economic development purposes.

Event Types

For purposes of the Policy, an event is defined as an activity organized for entertainment, commercial, or social purposes. These events include but are not limited to the following:

- Type I – Festival or Major Event (1,500 or more attendees – request must be submitted by March 1 in the year prior to the event)
- Type II – Minor Event (Less than 1,500 attendees – request must be submitted by March 1 in the year prior to the event)
- Type III – City Service Request (Smaller events still less than 1,500 attendees, does not require City Council approval or road closures)
- Neighborhood Event or Block Party (Separate application process required.)
- Picket or Demonstration - Individuals or groups organizing a picket, demonstration, rally, etc. in the public right-of-way (sidewalk, park, plaza, etc.)

City Events

City Events are events put on by the City of Rock Hill, utilizing City staff and services. These events take precedence over all other events. No other City sponsored event or event requiring City services can run concurrent with a City event due to the lack of availability of City services and City resources.

City Sponsored Events

City Sponsored Events are events the City supports by providing City services. All requests for sponsorship must be submitted by March 1 in the year prior to the event to be reviewed collectively by City Council. City Council will review all new requests for City sponsorship of an event collectively in order to have a schedule of events for the year. Any annual events previously approved by City Council for sponsorship will not require City Council approval again unless there is a break in consecutive occurrences. The City does reserve the right to cancel City sponsorship of any event at the full discretion of the City and in such case the event would no longer be allowed under this policy.

Persons or businesses wishing to be sponsored by the City must submit an Event Application along with letters of support from any entity affected by street or parking lot closures to the Events Committee by March 1. All businesses affected by these closures must be included as supporters of the event. The request shall include the following information: explanation of the proposed sponsorship, identification of project, other partners involved, date/time/location of event, and other pertinent details. It is in the interest of all stakeholders that future events minimize any street or parking lot closures.

City-sponsored events will take priority in the use of any City property or public rights of way. Events which have been held the previous year take priority over newer applicants for the same time and location. This right can be revoked if the established event fails to follow the guidelines set forth in this Policy or by the City Manager.

Neighborhood Event or Block Party

A Neighborhood Event or Block Party is an outdoor public gathering or party organized by the residents of a neighborhood using sidewalks/streets requiring minimal or no City services. A Neighborhood Event or Block Party does not require the completion of the full Event Application. However, please submit a Neighborhood Event or Block Party Registration Form to notify officials of potential road blockages and to verify approval by the neighborhood at large. The Neighborhood Event or Block Party Registration Form must be submitted at least 45 days prior to the event. Applicable fees will be charged for the use of City services. Registration forms can be submitted to the Event Coordinator by emailing events@cityofrockhill.com.

Picketing or Demonstrations

[To be determined]

Street Closure Area and Criteria

City Owned Roads

The following factors are carefully considered prior to recommending approval of proposed events, especially those which require closure of public areas. The City makes every effort to coordinate closures effectively and efficiently to minimize impact to motorists, pedestrians, residents, churches, and area businesses. Organizers wishing to close any portion of a public

right of way will need to justify that need by presenting a case that includes, but not limited to, the following:

- Review and approval by the City of Rock Hill Police Department of any proposed road closure requests.
- Review and approval by City of Rock Hill Public Works Department of any proposed road closure requests.
- Review and approval of the barricade, route, and traffic plan related to the road closures. Event organizers shall assume full responsibility for related liabilities that may result in damage or injuries regardless of City approval of the plan.
- Total number of expected event attendees, including historical trends and predicted increases.
- Total number of committed event vendors, including historical trends and predicted increases.
- Resident and/or Business Notification
  - Verification that the event applicant or sponsor has completed a street closure/sidewalk impact notification to those impacted by the closure.
    - Applicant must certify in writing that all property owners, managers, or lessees adjacent to the proposed closure areas have been notified of the event's schedule, site plan, and noise impact.
    - All identified property owners, managers, or lessees of property adjacent to the proposed closure area must consent in writing that they have been notified of the event's schedule, site plan, and noise impact and state they are in agreement with the closure.
- Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
- Impacts from amplified sound in the proximity of the requested closure.
- Impact of proposed event on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.
- Potential interference to the general public, residences, commercial businesses, and activities in the immediate vicinity.
- Insurance requirements listed on page 7 of this policy.

There may be other factors taken into consideration in determining whether the event is appropriate for the City.

Downtown Zoning District

Requests for closure of public areas within the Downtown Zoning District will only be considered for City Sponsored Events. Requests for sponsorship are to be submitted annually by March 1 and will be reviewed by City Council as part of the City budget process. Persons or businesses wishing to be sponsored by the City must present to the Events Committee an Event Application along with letters of support from any entity affected by street or parking lot closures. Those businesses affected by closures must be included as supporters of the event.

The area to be considered for street closure in the downtown area is described and depicted here:

- Main St. from Oakland Ave. to Elizabeth Ln.
- Saluda St. from Black St. to Main St.
- Black St. from Saluda St. to Elizabeth Ln.
- Elizabeth Ln. from Black St. to Main St.

Other Areas Outside of Downtown Zoning District

Roads throughout the City hold classifications used to identify traffic volume. These road classifications are used to determine if a road closure can be approved. Below are the types of classifications and their restrictions:

Arterial – Roads with moderate to high traffic flow and speed. (ex. Celanese Rd., Cherry Rd., Dave Lyle Blvd.)

- No arterial roads will be considered for road closures due to the potential impact on high volumes of traffic.

Collector – Roads with low to moderate traffic flow and speeds. (ex. Ebinport Rd., Ebenezer Rd.)

- Multi-lane and single lane collector road closures are not generally permitted due to the potential impacts on traffic. However, closures may be considered for City Events or City Sponsored Events as approved by City Council.

Local – Roads with low traffic flow and speeds.

- All local road closures will be reviewed by City Council.

South Carolina Department of Transportation (SCDOT) Owned Roads

Roads owned and maintained by SCDOT will only be considered for approval by the City upon approval by the SCDOT. Please contact SCDOT or visit their website at: https://www.scdot.org/business/permits.aspx or call 803-377-4155 for more information on the use of SCDOT owned roads.

Fees for City Staffing

Applicants may be required to hire off-duty City staff to provide service. See Event Fee Schedule for current staffing costs.

Event Approval Process

In order to quickly and efficiently review each event request submitted for approval, the City has developed the following approval process:

Step 1: Submit Event Application

The event organizer/applicant submits the Event Application, detailing the event and specific needs for City services (trash cans, police, event set up/clean up, etc.). Depending on the type of event, more detail may be required as outlined in the application. A checklist is included in the application to ensure all necessary information is provided.

Please send application and supporting documentation to: events@cityofrockhill.com

The individual listed on the Event Application will be the sole contact for City personnel throughout the permitting process and on the day of the event. Only one person should be in contact with City personnel regarding the event at any time throughout the permitting process. If an alternate point of contact is necessary, the City's Event Coordinator must be notified at least 72 hours prior to the event in writing.

Step 2: Application Review

Completed Event Application for **Events Type I and II**:

- The Events Committee will review and work with the event organizer to discuss any questions and/or changes that may arise to complete the review process in a timely manner.
- Applications for these types of events must be submitted by March 1 in the year prior to the event to be reviewed collectively by City Council. City Council will review all Type I and II events collectively in order to have a schedule of events for the year. An approval or non-approval will be provided to the applicant by July 1.
- Application packets must be at least 80% complete prior to the March 31 deadline to be considered for review.

Completed Event Application for **Events Type III and Picketing Request**:

- Upon review of the application by the Events Committee, the event will either be approved or denied. No further action is required once approved. An Approval Letter will be provided outlining any additional details. If not approved, the letter will provide details explaining the non-approval.
- Applications for these types of events must be submitted for review no less than 45 days in advance.

Step 3: Event Approval

Upon approval of the event, the Event Coordinator will send an Approval Letter setting the terms and conditions under which the event will be allowed to operate. The Approval Letter will be delivered to the applicant via email. This Approval Letter will serve as the Event Permit (pending completion of any reviewers' conditions).

Guidelines and Considerations

1. In order to ensure public safety, the City may refuse an application or require alterations to an approved application.

2. Except as provided by law, the City and South Carolina Department of Transportation are under no obligation to issue permits for the use of streets, sidewalks, plazas, buildings, parks, and other facilities for events.
3. Event approvals are subject to all City, State, and Federal laws and regulations as they may apply to the event. Failure to comply will result in revocation of approval or closure of event.
4. Event times may be changed at the sole discretion of the City due to weather, infrastructure requirements, repair to utilities, participant behavior, and other considerations of safety for persons, property, and good public order. For the same reasons, approval may require additional conditions, dates, locations, and time limitations.
5. Any misrepresentation in an application submitted to the City or deviation from the final terms and conditions described on the application or on the MOU may result in immediate revocation of approval or closure of event.
6. When City trash roll carts are requested, event recycling bins will be required and provided.
7. The applicant must have a copy of the final Approval Letter **on site** at the time of the event to serve as the Event Permit.

Safety and Security

Use of Police Services

Police officers may be required to provide traffic and crowd control and on-site security. The Events Committee will coordinate with the Police Department to determine the number of officers needed. Once that information is established, the event applicant is responsible for contracting with the Rock Hill Police Department (RHPD). An **Off Duty Officer in a Police Capacity Contract** with RHPD will need to be submitted by the applicant. Contract documentation can be obtained by contacting RHPD at 803-329-7252. A copy of the signed contract must accompany the Event Application. If RHPD coverage is not secured (due to lack of availability), it may be possible to contract with York County Sheriff's Office, Winthrop University Police, or a private security firm. If no adequate security services can be met, the Events Committee has the right to cancel the event.

Use of Fire/EMS Services

Provision of Emergency Medical Services (EMS) may be required where there is potential risk to participants or the public. Accordingly, a first-aid or emergency services plan is required to be included in the Event Application. If required, the applicant is required to contract with an appropriate EMS agency (i.e. Piedmont Medical Center EMS or RHFD) for those services. A copy of the RHFD Fire Event Contract or EMS Contract will need to be submitted with the application. RHFD contract documentation can be obtained by calling 803-329-7238. Piedmont Medical Center EMS can be contacted by calling 803-329-1115.

Traffic and Accessibility

Traffic plans must meet all MUTCD (Manual on Uniform Traffic Control Devices, U.S. Department of Transportation-Federal Highway Administration most recently adopted version by SCDOT) standards for roadway closures, detours, lane diversions and delineations. The Events Committee will review the plan and may defer rulings to the Public Works Director and Chief of Police. City of Rock Hill Public Works Department, Parks Recreation and Tourism, Emergency Management, and the RHPD, may be responsible for maintaining road closures.

The permit holder agrees to conduct the event with due regard to safety and in particular agrees to accommodate the needs of persons with disabilities. Event organizers and participants are expected to abide by all federal, state, and local codes and regulations.

Permit holders must maintain pedestrian access to public sidewalks.

Vendors

Permit holder is responsible for ensuring that all food vendors meet Health Department regulations and hold all licensing required for selling and distributing food in the State of South Carolina, County of York, and the City. [See Vendor and Food Sales section of this policy]

Permit holder is responsible for ensuring food vendors and musicians provide adequate, lawful, and safe extension cords to connect to City provided electric sources and all cords are properly marked and covered to eliminate trip hazards. The City has the right to deny use of City power if provided equipment is not deemed adequate. Please call the City's Property Maintenance Department for questions regarding appropriate power connections at 803-329-8726.

Do not pour ANYHING in drains, on sidewalks, or in roadways. Failure to follow this requirement may result in the vendor being removed from any future events.

Fire Safety

Permit holder will notify vendors of local and state fire codes as set forth by the City of Rock Hill Fire Marshal Office.

Any use of a flammable material must provide an easily accessible ABC fire extinguisher on the premises.

If propane is used for cooking, the tank must be secured from physical damage (vehicle or ground rack mounted or chained) and not in the pathway of pedestrian or vehicular traffic.

Any cooking source (propane, charcoal, gas, wood, etc.) requires a minimum distance of twenty (20) feet from a tent or covered structure and from any neighboring tents or covered structures.

A Tent Permit is required for tents over 120sq feet and must be inspected on the day of event. Please contact Planning & Development Services at 803-329-5590 for permit information. A copy of this permit will need to be submitted to the Events Committee at least 72 hours prior to the event.

Permit holders must always maintain a 15 ft fire lane on streets.

Event Cancellations

If a previously approved event is cancelled for any reason by the applicant, the Events Committee must be notified as soon as possible. Cancellations within 24 hours of the event may still result in applicable fees being owed or nonrefundable. Cancellation notice should come from the applicant provided on the Event Application.

Discrimination

Events held on City property and public rights of way must not discriminate on the basis of race, color religion, sex, age, national origin, familial status, or disability.

Liability Insurance

The City requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City with evidence of insurance as outlined below. The City does not provide nor obtain insurance coverage for any events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

General Liability, Auto Liability and Workers' Compensation, as follows:

- $2,000,000 minimum requirement per occurrence for General Liability
- $1,000,000 per occurrence for Auto Liability (depending on the size or type of event, these amounts may increase)
- SC State Statutory limits for Workers' Compensation

A Certification of Insurance (ACORD) form may be used to submit this information to the City. This form must be submitted to the Events Committee at least 10 business days following receipt of approval for the event.

For questions or additional information, please contact the City's Risk Management Office at 803-329-7025. The City, its Appointed and Elected Officials, employees, and volunteers must be listed as an additional insured on the coverage.

Amusement Rides and Inflatables

Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing the rides/inflatables must provide the City with evidence of insurance as outlined below:

- $2,000,000 minimum requirement per occurrence (depending on the size of the event or type of rides, this amount may increase)

The City, its Appointed and Elected Officials, employees, and volunteers must be listed as an additional insured on the coverage.

Alcohol Sales

If alcohol is served at the event, liquor liability insurance coverage is required with a minimum of $2,000,000 per occurrence in coverage. The City must be listed as a Certificate Holder of the policy.

The City, its Appointed and Elected Officials, employees, and volunteers must be named an Additional Insured on the coverage.

If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the Risk Management office at 803-329-7025.

Hold Harmless Clause

Applicant will be required to sign the hold harmless clause included in the Event Application. The clause states:

> 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.

Vendor and Food Sales

In accordance with provisions of the MOU, it is the City's policy to allow the sale of food, beverages, and event-related merchandise on City-owned or City-controlled property during events.

The event organizer is responsible for procuring vendors for the event and must provide the City a list of food and beverage vendors and event-related merchandise that will be sold during the event, as well as any electric or water needs for each vendor. The City requires this information 30 business days prior to the event.

If your organization is selling items, you must obtain a City Business License through the City's Business License Office. Please contact this office with questions or for additional information. Please call 803-329-7093 or visit www.cityofrockhill.com/businesslicense.

At the time of the event, all outstanding balances should be current with the City (i.e. hospitality tax, any police/fire service invoices, etc.).

Sales tax must be paid on all sales unless an exemption is authorized. Prior to the event, contact the local SC Department of Revenue at 803-324-7641 with a list of all vendors and food booths. SC Revenue Officers will check the list to be sure the vendors have secured business licenses as required by South Carolina law. Contact the SC Department of Revenue with your vendor list 30 business days prior to the event.

The permit holder is responsible for notifying all food vendors they are required by Rock Hill Fire Department to have an easily accessible and fully operational ABC fire extinguisher on-site the day of the event.

Mobile Food Vendors must be inspected and approved by the City's Fire Marshal Office. Contact the Rock Hill Fire Department at 803-329-7220 with questions regarding fire safety requirements.

The event organizer is responsible for making sure all food vendors meet South Carolina Department of Health & Environmental Control (SCDHEC) regulations. For additional information on these regulations, contact SCDHEC at 803-909-7379 or visit their website at http://www.scdhec.gov/food.

Alcohol Sales and Consumption

Due to the need for additional or specialized services provided by the City, events with alcohol sales or consumption will have to be City sponsored, and therefore, approved by City Council.

It is illegal to serve or sell beer or wine, on any City streets unless a SC Temporary Beer and Wine Permit is obtained for alcohol sales. **Securing a SC Temporary Beer and Wine Permit takes a minimum of 30 days.** Contact SC Department of Revenue and Taxation at 803-734-1401 for information regarding the regulations relating to the permitting process. Please note, alcohol sales and consumption at the event will affect the number of police officers required.

All events serving or selling alcohol are required to also serve or sell a non-alcohol beverage alternative. The following items must be posted at the sale location:

- SC Temporary Permit
- Sign stating "We reserve the right to re-check ID."
- Sign with serving hours and last call time

If alcohol is served at the event, liquor liability insurance coverage is required with a minimum of $2,000,000 per occurrence in coverage. The City must be listed as insured on the policy.

Alcohol cannot be served in glass containers.

City employees are prohibited from checking identification or serving alcohol during events while working in a City capacity, this includes wearing any identifying logos or ID badge.

Noise Ordinance

The City may provide permission to include music or amplified sound, including megaphones, as part of an event. The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of your approval or closure of the event. See the City's Noise Ordinance (Sec. 20-161 and 162 of the City of Rock Hill Code of Ordinances) for more information.

Performing Rights and Licenses

The permit holder is solely responsible for all contracts and agreements. The City has no responsibility for any performances, or their contract and agreements connected with the event.

Miscellaneous

Business License: In order to conduct business in the City, the vendor(s) must obtain a City business license through the Business License Office. For questions or additional information, please call 803-329-7093, or go online to www.cityofrockhill.com/businesslicense.

Care of Property and Equipment: All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. Cleanup of public property will be held to the standards set by the City. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property.

Dogs and Other Pets: Unless an exemption is provided by the City Manager's Office, all City facility pet regulations will be enforced.

Fireworks: 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. https://statefire.llr.sc.gov/osfm/pyrotechnic.aspx

Electrical Approval: If a separate power source is needed, the applicant must contact the Planning and Development Department at 803-329-5590 for an electrical permit that will be reviewed for compliance with City adopted codes. An approved permit is required. This review process could take up to 10 business days. A copy of this permit will need to be provided to the City's Event Coordinator at least 10 business days in advance of the event.

Permits: Please contact the City's Planning and Development Department at 803-329-5590 for additional information on permitting and inspections.

Signs, Tents, and Temporary Structures: The use of signs, large tents, or other temporary structures may require a separate permit from the City.

All tents used for cooking and/or tents over 120 square feet require a Tent Permit. Contact the City's Planning and Development Department at 803-329-5590 for information on the Tent Permit Application process.

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

For events permitted under Chapter 8 of the Zoning Ordinance, one temporary banner may be permitted per street frontage of an event site during the event permit period with a maximum size of thirty-two square feet. Signs cannot be displayed in the right-of-way. Sign must be staked on premises of the event location. Free standing temporary signs cannot exceed 6 feet in height, unless they are flush mounted to the wall of a building. Signs cannot be attached to trees, street signs, or utility poles. Pylon or pole-mounted freestanding signs are prohibited.

Please contact the City's Planning and Development Department at 803-329-5590 for clarification on permitting and inspections.

Events Fee Schedule

Application Fees – Due at the time of application submittal ***Application fees are nonrefundable.***		**Fee**
Type I Event	Festival or Major Event (1,500 or more attendees)	$200.00
Type II Event	Minor Event (Less than 1,500 attendees)	$100.00
Type III Event	City Services Request (does not require City Council approval)	$50.00
Picketing or Demonstration	Individuals or groups organizing a picket, demonstration, rally, etc. in the public right-of-way	$50.00
Neighborhood Event or Block Party	Outdoor public event organized by the residents of a neighborhood using sidewalks/streets	$50.00

City Services Fees – Due upon receipt of invoice (after event) ***Fees are discretionary based on event***		**Rate**
Police Dept./ Officer (2 hour minimum)*	Examples: Traffic, crowd control, street closures and on-site security. (See *Off Duty Officer in a Police Capacity Contract* for additional information)	$55.00/Hour/Employee $65.00/Hour/Supervisor
Fire Dept. (2 hour minimum)*	Examples: First aid, EMS services, firework inspections and monitoring, food vendor inspections, tent inspections.	$45.00/Hour/Employee $55.00/Hour/Supervisor
Other Departments (2 hour minimum)*	Examples: Set-up and dismantling of equipment (stages, tents, tables, chairs, garbage receptacles), electrical needs and monitoring, safety efforts, garbage patrol and pick-up, departmental coordination, barricade and sign placements, street closures, parking, and all other assorted essential services and functions.	$50.00/Hour/Employee
Public Works Dept.	Sanitation truck stationed on site or in proximity and associated tipping fees.	Truck - $150/Daily

*Per Employee

Damaged Equipment & Replacement Costs		
Corrugated Signage – 18”x24”	Single-Sided	$12/each
	Double-Sided	$19/each
Corrugated Signage – 24” x 36”	Single-Sided	$23/each
	Double-Sided	$28/each
No Parking Signs		$15/each
Roll-Up Road Signage		$200/each
Type III Barricades		$350/each
Road Cones		$25/each