



Town of Edisto Beach Special Event Application

Instructions: **This application must be completed in its entirety and submitted 30 days prior to Town Council Meeting.** All sections must be filled out and appropriate drawings and permits attached. If a section does not apply, please put **N/A** in the space provided.

Required for Application:

_____ Application complete and signed

_____ Parking plan attached

_____ Bay Creek Park Rental Checklist (only if event will be at Bay Creek Park – See page 24 of the Bay Creek Park Rules, Regulations, and Guidelines)

** Town Council approval may be required for certain events.

Organization/Sponsor Name: _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

Class of Event: _____ Political _____ Religious _____ Parade

_____ Social _____ Recreational _____ Other

Name of Event _____

Date of Event _____ Hours of Event _____

Location of Event _____

Site Plan Yes _____ No _____

If yes, attach site plan including the location of the event

Projected Number of Attendants _____

Parking Plan: _____

Traffic Control-Routes (brief description, special request, i.e., road closure, detours): _____

Sign Yes _____ No _____

If yes, attach drawing of dimensions, location, etc.

Will additional utility services be used such as temporary power poles or water beyond what is available in the area? If so describe in detail utilities and location (include on site plan). _____

Are existing bathroom facilities at location? If no how many portable bathrooms will be provided?

_____ Port-o-lets _____ ADA Compliant Port-o-lets

Will temporary structures be built? If so describe and include location(s). _____

Will there be entertainment or music? If so describe and include time and place. _____

If parade is planned include details, time, projected attendants, and attach map of route. _____

Will vendors be participating at this event? If so describe. Please note that you will be responsible for notifying your vendors that they are required to obtain a Town Day Vendor License at \$15.00 which may be renewed annually. _____

Will food be sold? If so describe in detail. (Applicant is advised to contact local health department for regulations.) _____

Will alcoholic beverages be sold? If so list beverages and vendors with locations and times of sale. (If so attach a copy of your State Liquor License / State Beer and Wine License)

If alcoholic beverages are being sold what control will be in place to prevent the sale to minors?

How will garbage and debris resulting from the event be disposed of? _____

Emergency Contingency

Adequate entrance and egress routes for Police, Fire and Emergency Medical Services. Parking plan will be required with submittal of this application and must be approved before this application can be approved.

Security

If more than 100 people are anticipated to attend this event Town support will be required. Security will be charged as follows for entire duration of event:

_____ x Market rate/hour _____ = \$ _____
(# of officers)

Note: Town Council approval may be required for certain events. The Building Code Administrator is authorized to issue Temporary Certificate of Zoning compliance for temporary uses for a period of time not to exceed three (3) days subject to Town Council approval. Temporary Certificates of Zoning compliance may be renewed provided that it is clearly of a temporary nature and will cause no traffic congestion and would not create a nuisance to surrounding uses.

The Special Event Application must be approved by Department Heads and accompany all requests before Town Council. Town Council meets the second Thursday of each month. To be placed on the Agenda your request must be received by Tuesday the week before Council meets.

Applicants are responsible for restoring the location back to the conditions prior to the event including clean-up, removal of signs, etc.

Approval of this application will reserve for the applicant the requested event date/place providing all requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to the Town of Edisto Beach property, lost barricades/signs, cleanup by the Town of Edisto Beach crews, or any other additional Town of Edisto Beach expense caused by this event, over and above the security deposit.

Applicant Signature _____ **Date** _____

Approval:

Building Code Administrator

Comments:

Fire Chief

Comments:

Police Chief

Comments:

Utility Department

Comments:

Town Administrator

Comments: