



# TOWN OF SULLIVAN'S ISLAND Special Event Permit Application

Please review the Special Event Policies & General Instructions before beginning this Application. Please complete the Application in its entirety with the required supplemental parking plan, pedestrian transit & public safety plan and event site plan. Application will be not be accepted if the event date is less than **60 days** from the date it is submitted. Town Administration may require any special event applicant to present their request to Town Council for approval.

**A. Name of Event:** \_\_\_\_\_

**B. Facility / Location Requested:** \_\_\_\_\_

**C. Type of Event?**

- Holiday Event/Fair/Parade       Business Event/Party\_\_\_\_\_       Other: \_\_\_\_\_
  - Exhibit/Festival                       Charity Walk/ Run \_\_\_\_\_
  - Reception / Wedding               Bicycle or Wheeled Race \_\_\_\_\_
- (Explain)

**D. Estimated Number of Participants:** Spectators:\_\_\_\_\_ Vendors:\_\_\_\_\_ Vehicles\_\_\_\_\_

**E. Event Dates/Times: (Provide detailed timeline separately) (if multiple days, please list on separate paper)**

Event Date: \_\_\_\_\_ Event Hours: From \_\_\_\_\_AM / PM To \_\_\_\_\_ AM / PM

Set-Up Date: \_\_\_\_\_ Set-Up Hours: From \_\_\_\_\_AM / PM To \_\_\_\_\_ AM / PM

Break-Down Date: \_\_\_\_\_ Break-Down Hours: From \_\_\_\_\_AM / PM To \_\_\_\_\_ AM / PM

**F. Applicant / Organization Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Type of Organization:  Profit \_\_\_\_\_  Not for Profit \_\_\_\_\_  Individual \_\_\_\_\_  
Federal Tax ID # Attach "Consumer's Certificate of Exemption"

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Applicant understands that the submission of an application does not guarantee the event will be approved.
- Applicant shall not publicize or promote the event until the Application has been approved.
- Has the organization permitted an event before? How many years? \_\_\_\_\_

**APPLICATION APPROVAL – TOWN OF SULLIVAN'S ISLAND USE ONLY**

Signature of Town Administrator \_\_\_\_\_ Date \_\_\_\_\_

All Town of Sullivan's Island Code of Ordinance and Zoning Ordinance Regulations apply to approved Special Event activities. These regulations may be found at <https://codeibrary.amlegal.com/codes/sullivansislandsc/latest/overview>. It is recommended that all applicant's schedule a meeting with administrative staff prior to completing the Special Event application. Please take note of regulations for alcohol, beaches, commercial activities, litter violations, dogs, and blocking public rights-of-way. Violations of an provision or code may be subject to misdemeanor offences.

**Special Event Permit Application – Cont.**

**G. General Liability Insurance (REQUIRED):** Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of one million dollar (\$1,000,000) per occurrence naming the Town of Sullivan’s Island as additional insured. If serving alcohol, must provide Liquor Legal Liability Insurance with a minimum of one million dollar (\$1,000,000) per occurrence.

- General Liability Insurance policy** enclosed listing the Town as additional insured.
- Liquor Legal Liability Insurance policy** enclosed listing the Town as additional insured.

**H. Your Event will be:**  Private,  Public; Cost is \$ or  is free;  Annual (specify changes);  Family-Friendly (if not, explain)\_\_\_\_\_

**I. Your Event will feature:**

- Food/beverage/catering
- Merchandise sales
- Inflatables / Climbing Walls /
- Pyrotechnic / Special Effects
- Aeronautical / Aquatic Vessels
- Banners / Signage: \_\_\_\_\_
- Alcohol sales (Liquor Legal Liability Ins. required):
  - by extending license(s) on DBPR 6029
  - with Special SC Sales license

**J. Your event will have the following special equipment such as** (Site plan required: 15’ minimum clearance required by each fire hydrant):

- Large trailers (\_\_\_\_\_lbs.)
- Lighting / Sound Equipment \_\_\_\_\_
- Fencing / Barricades
- Tents (Size: \_\_\_\_\_) Other \_\_\_\_\_
- Generator(s) \_\_\_\_\_
- Stages / Production Equipment \_\_\_\_\_

**K. Event Promotion:** Provide event description that the Town may share on its event calendar describing the event and how to obtain additional information (website, social media page(s), etc.) regarding the event \_\_\_\_\_

Telephone number to be released for public’s reference: \_\_\_\_\_

Website / Social Media page for public’s reference: \_\_\_\_\_

**L. Services Required:**

- Potable water
- Electrical Connections\*
- Emergency Medical Personnel
- Trash Cans \_\_\_\_\_
- Dumpsters 8-yard or 20-yard \_\_\_\_\_
- Security / Police Officers (explain)
- Streets/Avenues/Parks (map) \_\_\_\_\_

Additional Services Required: \_\_\_\_\_

**Certification:** I certify that I fully understand the Special Event Policies & Guidelines and have provided true and correct information on this Special Event Permit Application as well as any and all additional attachments that are submitted as part of this Application (site plan, parking maps, property use agreement letters). I further certify that I am authorized by the organization named under ‘Section E. Applicant’ to act as tis agent for the herein described activity.

Signature of Applicant

Date

**Special Event Permit Application – Cont.**

**Special Event Considerations:** Applicants shall consider those directly affected by their event to minimize any negative effects that the event may have on affected residences in the potential impact area of 2-3 blocks in each direction of your event footprint including parking availability, noise, trash, etc. Such consideration is unique to each event and may include such enticements such as special sponsorship packages, marketing, signage, designated parking, but also thoughtful placement of staging, speakers, vendors, and maintaining cleanliness of the event footprint and the surrounding area. Please explain, below, your plan to handle the community inconveniences that a special event may bring upon the immediate area where the event will occur:

1. **Trash / Litter:** How will you ensure cleanliness during and after your event? Describe the number of staff members dedicated to litter:  
\_\_\_\_\_
2. **Noise:** How will you ensure that any amplified music, performance activity, etc. will remain compatible with surrounding residential areas? If an event has a stage area, applicant shall provide entertainment schedules and staging areas for parking and public gathering area.  
\_\_\_\_\_
3. **Portable Restrooms:** Provide information on the number, type, placement, delivery & pickup dates. Show placement on map and provide invoice for rental with day-before of delivery (Town staff inspection will be required): \_\_\_\_\_
4. **Other Considerations:** Explain additional considerations provided to neighbors (businesses, residences and traffic management). Explain how rideshare will be handled: \_\_\_\_\_

**Parking/Transit Plan:** Most events will require a Parking / Transit map showing a thoughtful parking plan. If acquired, attach permission letters and/or agreements for any private property usage for parking or event space. Your **Plan** or **Map** should include:

- 1) Parking lots that you will advertise for guest parking and
- 2) designated vendor parking lots
- 3) transit plans for golf cart or trolley transport from parking to eventsite
- 4) loading and unloading zones for attendees and rideshare companies

**Site Map:** The site map is a visual representation of all the operational elements of your event and must be submitted along with the Special Event Application. Without a site map, an application will be deemed incomplete, and the review process will not begin. A detailed timeline of event load-in, load-out, entertainment schedules, etc. shall also be included.

If applicable, the following must be shown on the site plan as part of the activated event footprint:

- Public safety officers and barricades
- Trash receptacles and dumpsters (indicate the number of hired staff and show proof of invoice for rentals)
- Stages (location and dimensions), speakers, platforms, scaffolding, bleachers, and/or grandstands
- Canopies, tents, portable toilets, booths, beer gardens, and/or other temporary structures
- Vendor, merchandise, food booths and cooking areas, grills, and any flammable gases
- Generator locations and/or sources of electricity
- Placement of display vehicles, food trucks, and/or trailers
- Barriers, fencing height and type along with entrance and exit locations
- Passenger loading and unloading areas for valet, transport vehicles, ride providers, and/or shuttles
- Tables, chairs, bars, furniture, seating, activities, and/or games
- Signs, banners, and elaborate decorations such as inflatables, balloon arches, etc.

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<b>Police Chief Signature</b>	Date
<b>Fire Chief Signature</b>	Date
<b>Building Official Signature</b>	Date

*Special Conditions of Town Staff Approval:*  
\_\_\_\_\_  
\_\_\_\_\_



**TOWN OF SULLIVAN'S ISLAND ESTOPPEL NOTICE,  
INDEMNIFICATION, COVENANT AND HOLD HARMLESS  
AGREEMENT (PART OF ALL SPECIAL EVENT  
APPLICATIONS)**

**The Town of Sullivan's Island hereby advises the applicant that the activities that are part of the**

\_\_\_\_\_ **special event plans of the applicant filed with the Town on** \_\_\_\_\_

**(Special Event Name)**

**(Date)**

may give rise to liability of diverse types and natures. The Town of Sullivan's Island (the "Town") is not responsible for any events that are not specifically sponsored by the Town. Approval of a special event is not acceptance of the event as a Town-sponsored event. Thus, in addition to providing for the insurance required by the Town to receive a special events permit, the applicant should resolve all insurance needs with the participants, vendors, etc., that relate to the special event in all respects.

The applicant shall take all precautions for the safety of, and will provide reasonable protection to, prevent damage, injury or loss to all persons and property in association with the special event.

The applicant shall comply with all laws, ordinances, rules, regulations and other orders regarding the safety of persons or property, or their protection from damage, injury or loss with regard to the special event.

The applicant shall be responsible to ensure that all trademark and copyright laws and all other laws relating to intellectual property rights are adhered to in every respect.

In any emergency affecting the safety of persons or property, the applicant shall act with care and discretion to prevent threatened damage, injury, loss or death.

The applicant shall indemnify, defend, and hold harmless the Town, its officers, officials, agents, servants, employees, consultants and independents contractors (collectively, "Indemnitees") from and against all liabilities, claims, damages, losses and expenses, including reasonable attorneys' fees, arising out of or related to, whether directly or indirectly, any acts or omissions of the applicant, its officials, officers, agents, representatives, employees, members, participants, guests, invitees, or persons under control of the applicant, whether or not such damages are due to the negligence of the Town of Sullivan's Island or otherwise, except that which is the result of gross negligence and/or wanton misconduct. Accordingly, the applicant understands and agrees that, as a condition the Town of Sullivan's Island's approval of this application, the Town assumes no liability whatsoever for any loss that may result from the special event in any way whatsoever to include, but not be limited to, any personal injury or property damage or loss that the applicant, or any of its agents, employees, participants, vendors, or derivative claimants, may cause or suffer, of whatsoever type or nature or cause, as a result of, or associated with, the special event, except as provided herein.

In consideration of, and as an inducement for, the Town approving the special event application, the applicant does hereby forever fully release, remiss, indemnify, acquit, forever discharge, and hold harmless and blameless, the Indemnitees from, against and for any and all claims, demands, rights of action or causes of action, present or future, whether same be known or unknown, anticipated or unanticipated, arising from or related to the applicant's special event, including but not limited to the presence of the Indemnitees during the special event.

The applicant recognizes and assumes any and all risks, known or unknown, relating to the special event. . The

applicant, as well as its successors, shall forever refrain from instituting, prosecuting, or maintaining any action, suit or proceeding, at law or otherwise, against the Indemnites based upon any losses or injuries which it may suffer, including death or damages, both personal or to property, whether same be known or unknown, anticipated or unanticipated, resulting from or related to the applicant's special event, including but not limited to the presence of the Indemnites during the special event.

Should the applicant receive notice, in any way, of any suit or claim arising from the special event, the applicant shall promptly advise the Town in writing.

**The undersigned represents that he/she has read this document, fully understands its terms, and has the right, authority and legal power to execute this document and bind the applicant and her/himself to each and every matter set forth herein.**

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

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

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

STATE OF SOUTH CAROLINA    )  
  )  
COUNTY OF CHARLESTON    )

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ (Notary Public), do hereby certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and seal this \_\_\_\_\_ day of July \_\_\_\_.

\_\_\_\_\_  
Notary Public for South Carolina  
My Commission expires: \_\_\_\_\_