



Special Events Form

For the purposes of this application, “event” shall apply to any parade, march, walk, run, ceremony, festival, party assembly, pageant, competition or procession of any kind that will be held upon a public park or street within the Town of Fort Mill, SC.

Events held on private property do not need a special events form, but may require a Temporary Use Permit.

Application Submission Date: _____

The Permit Application Date must be submitted at **least sixty (60)** days before the date of the event with the understanding that the SC Department of Transportation requires thirty (30) days to consider road closure request.

This application will be reviewed by the Town of Fort Mill Events Committee with final approval by the Town Manager.

Contact Information

Name of Event _____

Type of Event _____

Event Website _____

Applicant Name _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Event Information

Event Start Date _____

Event End Date _____

Start Time of Event _____

End Time of Event _____

Town Facility Requested? _____

Event Location _____

Describe any revenue

Revenue can be generated from admission fees, spectator solicitation, vendor fees, concessions, sponsors, etc.

Is the event ongoing?

Additional Dates.

No organization can hold more than five events at a town facility during a calendar year (01/01 – 12/31). No single event can be held more than five times at a town facility during a calendar year (01/01 – 12/31).

A special events form and the required paperwork must be completed for each additional date of the event.

Is this a public event?

Yes No

Event Details

Event Type (See Special Events Policy)

Type A Type B Type C

Is your organization a charity or non-profit organization?

Yes No

Is your event benefitting a charity or non-profit organization?

Yes No

Charity Name

Charity Tax Exemption #

Please provide proof from the SC Secretary of State showing you are a registered non-profit and in compliance with the SC Secretary of State's regulations. See Special Events Policy for additional information. If your event benefits a non-profit or is organized by a non-profit that is not in good standing with the SC Secretary of State, the event application may be denied.

Do you plan to sell alcohol at the event?

Yes No

Do you plan to serve free alcohol at the event?

Yes No

Type of alcohol? (check all that apply)

Beer Wine Liquor

Permission must be acquired from the Fort Mill Town Council to serve or sell alcohol in any town park (Spratt Building excluded). It is illegal to sell beer, wine or liquor on any town streets unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. The organization serving/selling alcohol will be required to have liquor liability insurance naming the Town of Fort Mill (listing date and times) as additional insured. See Special Events Policy for serving requirements.

Who will serve alcohol?

Start Time of Alcohol

Choose an item.

End Time of Alcohol

Choose an item.

Do you plan to have amplified sound at the event?

Yes No

Permission must be acquired from the Fort Mill Town Council to have amplified sound in any town park. Amplified sound will not be allowed past 10 PM without special permission by Fort Mill Town Council. Amplified sound must comply with the Town of Fort Mill's Noise Ordinance.

What type of sound? (check all that apply)

Recorded music Band Speeches DJ

Sound Provider

Who will setup sound? _____

Who will remove sound? _____

Sound Setup Time Choose an item.

Sound Removal Time Choose an item.

Will you have the following? (check all that apply) Sound board Speakers Microphones

Number of speakers Choose an item.

Do you plan to have stages? Yes No

Number of stages Choose an item.

Stage Provider _____

Who will setup stage? _____

Who will remove stage? _____

Stage Setup Time Choose an item.

Stage Removal Time Choose an item.

Insurance Agent to the stage company must provide current liability insurance to the Event Organizer AND to the Town of Fort Mill naming the event, Town of Fort Mill (listing Date and Times) as additional insured.

Will there be vendors? Yes No

List vendor types _____

Vendor types include food, craft, artisan, business, community organizations, etc.

Event organizer is required to provide a list of vendors before the event and also collect hospitality tax.

Insurance Agents to each food vendor must provide current liability insurance to the Event Organizer AND to the Town of Fort Mill naming the event, Town of Fort Mill (listing Date and Times) as additional insured. The Event Organizer is required to obtain a business license through the Town's business office.

Do you plan to have mechanical rides? Yes No

Number of rides Choose an item.

Start Date of Rides Click here to enter a date.

End Date of Rides Click here to enter a date.

Start Time of Rides Choose an item.

End Time of Rides Choose an item.

Rides Provider _____

Do you plan to have inflatables? Yes No

Number of inflatables Choose an item.

Start Date of Inflatables Click here to enter a date.

End Date of Inflatables Click here to enter a date.

Start Time of Inflatables Choose an item.

End Time of Inflatables Choose an item.

Inflatables Provider _____

Do you plan to have pyrotechnics/fireworks? Yes No

Start Date of fireworks Click here to enter a date.

Start Time of Fireworks Choose an item.

End Time of Fireworks Choose an item.

Fireworks Provider _____

Companies providing inflatables must comply with safety regulations in the Special Events Policy. Companies providing attractions such as mechanical rides, inflatables, climbing walls, stages or other attractions must have a \$1 million liability insurance policy naming the event, Town of Fort Mill (listing date and times) as additional insured. Companies providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks permit and provide a copy to the Fort Mill Fire Department Fire Marshal's Office at least 30 days prior to the event. In addition, the Town of Fort Mill Fire Department may determine the use of pyrotechnics on a case-by-case basis. Insurance Agents to the amusement company and fireworks company must provide current liability insurance to the Event Organizer AND to the Town of Fort Mill naming the event, Town of Fort Mill (listing Date and Times) as additional insured.

Event Setup

Setup Start Time Choose an item.

Cleanup End Time Choose an item.

List Road Closures ATTACH MAP WITH HIGHLIGHTED ROUTE

Road Closure Begins Choose an item.

Road Closure Ends Choose an item.

Please indicate if your event is any of the following: Run/Race Walk Bike Parade

A detailed route including the location of registration, road closures, start and finish lines must be included with your application. In the event of road closures, event organizers must receive approval to close roads from the Fort Mill Police Department. The Fort Mill Police Department reserves the right to deny any request for road closures.

Will tents be used for this event? Yes No

Tent Provider _____

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.

Is the event animal-friendly? Yes No

If event is animal friendly, liability insurance must cover animals at the event.

Will the event have animal contact (petting zoo, animal photos, pony rides, etc.?) Yes No

If event has animal contact, liability insurance must cover animals in the policy. Events featuring animal contact may have to go before council for approval.

List animal contact _____

Do participants plan to camp/stay overnight? Yes No

Do participants plan to leave items overnight? Yes No

List overnight items _____

Will signs or banners be erected? Yes No

Expected # of signs Choose an item. _____

List all sign sizes _____

Do you have banners you want mounted on Town-owned light/other poles? Yes No

Start date of banners [Click here to enter a date.](#)

Removal date of banners [Click here to enter a date.](#)

Requests for banners is subject to denial. Event organizers with approved banner requests are responsible for delivering and picking up banners from Fort Mill Town Hall, by the appropriate dates.

Do you require power supplied by the Town of Fort Mill? Yes No

Events requiring power supplied by the Town of Fort Mill will be charged a \$50 usage fee.

Power needs (amp/volt) _____

Will generators be used? Yes No

of generators Choose an item. _____

List parking locations _____

Has permission been obtained for parking locations? Yes No

Event organizers are responsible for obtaining permission for use of any privately owned parking lots.

LOGISTICS

Will portable restrooms be used? Yes No

of portable restrooms Choose an item. _____

Restroom Provider _____

It is recommended to have one portable restroom per 250 people expected to attend the event. At least 10% of these facilities must be ADA accessible.

Please note if you need the Town of Fort Mill to provide the following:

Roll Carts? Yes No

Number of roll carts Choose an item.

Drop Off Location

Roll Carts Set Out Date Click here to enter a date.

Roll Carts Pickup Date Click here to enter a date.

Barricades? Yes No

Barricade Locations

List Cleanup Plan

Safety and Security

A first aid/safety plan must be submitted with this form.

Have arrangements been made for medical support? Yes No

Arrival Time of Medical Choose an item.

Leave Time of Medical Choose an item.

Medical Provider

Will there be cooking grease or other potential fire hazards? Yes No

Will there be campfires or other open flames? Yes No

Indicate all hazardous materials that will be on site: Propane Gasoline/Gas Cans Helium

Diesel Tanks Deep Fryers Portable Heaters Helium Butane Other

Have arrangements been made for police support? Yes No

Police support is required for certain types of events. See the Special Events Policy for details.

Number of police Choose an item.

Police Arrival Time Choose an item.

Police Leave Time Choose an item.

Police support is needed for: Crowd Control Road Closures Overnight Security

Stage Security Event Area Gate Security Money Handling Security Other

For coordination purposes, police officials can best contact the chairperson during the event at:

Mobile phone number _____

Event Information

Rain Policy

Town Facility Rental

	Type A	Type B	Type C
Fort Mill Town Resident	\$150 first 2 hours \$50 each add'l hour	\$250 first 2 hours \$50 each add'l hour	\$350 first 2 hours \$50 each add'l hour
Non-Fort Mill Town Resident	\$250 first 2 hours \$50 each add'l hour	\$350 first 2 hours \$50 each add'l hour	\$450 first 2 hours \$50 each add'l hour

Rental fees for Walter Elisha Park, Confederate Park, Veterans Park, Spratt Building, and Main Street Fort Mill are listed in the above table. Proof of residency is required from the event organizer (responsible party), who must be at least 25 years of age or older. Events must be cancelled at least 21 days prior to the event to qualify for a full refund. Fees for water and electricity must be included with rental payment.

POLICE OFFICERS: Upon completing this application, the Fort Mill Police Chief will make recommendations on number of officers required. Per the Police Chief's recommendation, officer rates will apply.

Responsible Party _____

Street Address _____

City, State & Zip _____

Email _____

Home Phone _____

Additional Phone _____

Event Start Date [Click here to enter a date.](#) _____

Event End Date [Click here to enter a date.](#) _____

Start Time of Event [Choose an item.](#) _____

End Time of Event [Choose an item.](#) _____

Is the event ongoing? [Choose an item.](#) _____

Additional Dates. _____

Town Facility Requested [Choose an item.](#) _____

Rental Fees

Two Hour Rental Fee \$150 \$250 \$350 \$450

Number of Extra Hours _____

Additional Fees _____

Total of Rental & Fees _____

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 Town of Fort Mill 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.

Returned Check Policy

- Checks made payable to the TOWN OF FORT MILL
- Counter checks will not be accepted.
- Checks must include driver's license (or ID) number and state of issuance, date of birth and a valid telephone number. Company checks need to include the tax ID number and a valid telephone number.
- Additionally: Returned checks are submitted to and processed for collection by the York County Solicitor's Office. Inquiries concerning returned checks should be directed to the York County Solicitor's Office, Worthless Check Unit at 803.909.7585. Additional fees will apply (including return check fee of \$30).

By signing below I acknowledge that I have read and understand the Special Events Policy, Special Events Form, Noise Ordinance, Returned Check Policy, Organizer Checklist, Town Facility Rental Form, Town Facility Rental Policy, and the Hold Harmless Clause. I also acknowledge that the Town of Fort Mill is under no obligation to issue a permit and reserves the right to terminate a permit at any time.

Applicant's signature: _____

Print Name: _____

Date: _____

Mail completed form(s) and required documentation to:

Town of Fort Mill
ATTN – Events
PO Box 159
Fort Mill, SC 29716-0159

Hand deliver completed form(s) and required documentation to:

Fort Mill Town Hall
Business Office – ATTN: Special Events
200 Tom Hall Street
Fort Mill, SC 29715

The Town of Fort Mill Events Committee may request additional information or make changes. Once approved by the Town of Fort Mill Events Committee, this form will be reviewed by the Town Manager for final approval. The Event Organizer will be contacted upon approval.

Organizer Checklist

The following items must be submitted along with this completed form in order for your permit to be processed:

- Completed Events Form
- MAPS:
 - Route Map: including location of registration, start and finish line, and route (clarify the direction of movement) for any run/race, walk, biking and/or parade. Including roads to be closed.
 - Site Map must include locations of restrooms, tents, barricades, power sources, fire and medical support, signs and banners. Parking should also be noted on the map.
- All Liability insurance in the amount of \$1 million naming the Town of Fort Mill (listing date and times) as additional insured from the Organizer's insurance agent. Liability insurance in the amount of \$1 million naming the Town of Fort Mill as additional insured for any food vendors, liquor sales, pyrotechnic, mechanical rides, amusements and/or inflatables companies. Animal/pet friendly events must cover animals/pets in the insurance policy. Please note: COI's can only be accepted by the organizer's agent and not from the Organizer.
- Proof of York County residency.
- Notification letter to residents and businesses if there will be road closures.
- List of all non-profits benefitting from the event and documentation from SC Department of Secretary of State noting Charitable Compliance.
- List of all vendors participating (food and business). AND each vendor's COI from their agent.
- List of revenue streams. Include pricing. (Example: Food Vendor- \$25, Sponsors- \$1,000)
- Sign permit if required.
- Liquor Liability insurance for any event serving alcohol naming Town of Fort Mill as additional insured.
- Copy of Temporary Beer and Wine Permit for any event serving alcohol
- SC State Fireworks Permit for any event with fireworks/pyrotechnics.
- First Aid/Safety Plan
- Check made payable to the Town of Fort Mill for rental fees
- Check made payable to The Town of Fort Mill for police fees