



Town of Mount Pleasant, SC

## SPECIAL EVENT PERMIT APPLICATION - A

Festival, Parade/Procession, Race/Bike/Walk

*The organizer of a special event must fill out a permit application and return it to the Town of Mount Pleasant by the deadlines listed below.*

### WHAT IS A SPECIAL EVENT?

Any organized activity with more than 25 people using or impacting private commercial or public property, facilities, parks, sidewalks or roadways in a manner that varies from its standard land use. *Please note: all Town of Mount Pleasant (TOMP) ordinances (zoning, noise, signage, etc.) must be adhered to in any event; a permit does not constitute permission to violate any ordinance.*

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### PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the Town of Mount Pleasant. Please **determine the appropriate application** for your event type and **attach all requested documents via email.** Acceptance of your application should in no way be construed as final approval or confirmation of your request. Applications are only processed when payment is received.

During the application review process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) These items must be received before a Special Event Permit will be issued. Delays in providing these items will hinder our ability to finish our review process and approve your application in a timely manner.

Staff in all appropriate TOMP departments will review the permit application. Should there be any specific questions or concerns about your event, TOMP staff will contact you. During the review process you will be notified if your event requires any additional information, permits, licenses, certificates or fees.

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### EVENTS ON TOWN-OWNED PROPERTY

If you are requesting to host your event on property owned by the Town of Mount Pleasant, attach the Town Property Event Addendum to this permit application. Be sure to carefully read and understand all rules and restrictions included in the addendum. Town of Mount Pleasant events have priority in use of any Town property or right-of-way.

### APPLICATION DEADLINES and FEES

*Deadlines are the minimum required days prior to event date.*

**Festival:**

90 Days - \$100 (one day) or \$150 (two days)

**Parade/Procession:**

180 Days - \$150

**Race/Bike/Walk:**

90 Days - \$100

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### COMPENSATION FOR TOWN STAFFING

Depending on the size and type of event, the Town may require personnel including Police and/or Fire and/or Public Services to work the event. All Town personnel involved during the day(s) of the event will be charged back to the organizing agency. The Town shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the Town. The bill will be transmitted to the organizing agency within sixty (60) working days after the completion of the event.

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### NON-DISCRIMINATION STATEMENT

The Town of Mount Pleasant does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.



Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event Type:

- Festival
- Race/Bike/Walk
- Parade/Procession

*If event will occur on property owned by someone other than applicant, attach an approval letter signed by property owner.*

Event Name: \_\_\_\_\_

**DESCRIPTION** (attach separate page as needed):

Estimated attendance: \_\_\_\_\_ Event Website: \_\_\_\_\_

The event is private (*By invitation only*)      Open to general public, free      Open to general public, entry fee (i.e. race)

Applicant Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Has this organization/event host planned an event of this type before: Yes      No

How many years has this particular event existed: \_\_\_\_\_ Where? \_\_\_\_\_

Does the event planner have previous experience planning & running the type of event applied for: Yes      No

**Application Approval (TOMP Office Use Only)**

Signature of Assistant Town Administrator

Date

Comments and Special Conditions:

## A: NOTIFICATION TO IMPACTED RESIDENTS & BUSINESSES

Events that impact TOMP residents or businesses require notification of neighborhoods/HOAs, company representatives, etc. by letter/email 30 days prior to event date. Notices must reflect the date, time, locations and types of activities taking place during the event. Include TOMP contact information in case anyone has questions or concerns: EventPermits@tomp.com and 843.884.8517. **Attach a sample of the notification letter/email, a list of impacted neighborhoods and businesses, and their responses or signatures indicating consent to this application (printouts of email replies are acceptable).**

## B: SITE PLAN

**Attach an event site plan/layout to this application.**

Note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, trailers, electric and water hookups, first aid stations, fire extinguishers, garbage & recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security. *The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed Special Event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.*

**FIRE HYDRANTS & SIDEWALK CURB BREAKS THAT ARE USED FOR ADA ACCESSIBILITY MAY NOT BE BLOCKED AT ANY TIME.**

## C: PUBLIC SAFETY

### Crisis Management Contact Information

24-hour emergency contact information for the Town of Mount Pleasant Police and Fire Departments:

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Fire Safety Information

***Fire hydrants cannot be blocked during any Special Event.***

Will the Special Event have any hazardous or flammable materials, such as propane, butane, gasoline, diesel tanks, portable generators or helium tanks? Yes No

If yes, describe: \_\_\_\_\_

*Please note:*

- All tanks must be secured in a manner to prevent accidentally being knocked over.
- All helium tanks not being used shall have their caps in place.
- For each cooking location, the Town requires a K Type Fire Extinguisher.

## D: SECURITY - Check the types of security needed for your event

- |  |   |
|--|---|
| <input type="checkbox"/> Beer/Alcohol Security   | <input type="checkbox"/> Stage Security                                       |
| <input type="checkbox"/> Event Area Security     | <input type="checkbox"/> Gate Security  |
| <input type="checkbox"/> Road Closure Security   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Money Handling Security | <input type="checkbox"/> Overnight Security From _____: _____ To _____: _____ |

Dates & Times for security to be onsite: \_\_\_\_\_

Applicant may be required to hire sworn off-duty Town of Mount Pleasant Police Officers to provide security to ensure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, and a Police Officer for the Town of Mount Pleasant. Permit applicants will be notified in advance if they are required to hire off-duty officers. The applicant will be billed for this service.

**E: EVENT COMPONENTS - Check the following items that are elements of your event:**

Road Closures \_\_\_ Traffic Control \_\_\_ Parking \_\_\_ Alcohol \_\_\_  
Amplified Sound \_\_\_ Live Music \_\_\_ Portable Restrooms \_\_\_ Retail Vendors \_\_\_  
Food Vendors \_\_\_ Tents/Canopies \_\_\_ Stage or Bleachers \_\_\_ Admission Fee \_\_\_  
Signs and Banners \_\_\_ Need for Electricity \_\_\_ Grease Disposal \_\_\_ Inflatables/Jump Castles \_\_\_  
Need for Water Hookup \_\_\_ Animals \_\_\_ Other: \_\_\_\_\_

*The Town of Mount Pleasant does not provide any event equipment to the public, including portable toilets, staging, sound systems, tents, trash cans, recycle bins, grease traps, sandwich boards, tables, chairs, barricades or other equipment.*

**F: SETUP/DISMANTLE DATE & TIME**

**Setup** Day & Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
**Event Day(s)** Day & Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
**Dismantle** Day & Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**G: EMERGENCY MEDICAL SERVICES**

Will first aid staffing/equipment be provided during the Special Event? Yes No

If yes, Emergency Service Provider Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Site Location: \_\_\_\_\_

Times of Operation: \_\_\_\_\_

*Note: This type of support will be mandated on a case-by-case basis.*

**H: ALCOHOL PLAN** Check no below and proceed if not applicable to your event.

Will alcoholic beverages be **served without charge?** Yes No Will alcoholic beverages be **sold?** Yes No

If yes, check applicable: Liquor Draft Beer Canned Beer (served in plastic or paper cups) Wine

Who will serve the alcohol? Self-Serve Volunteers Caterer (Name) \_\_\_\_\_

Licensed Bartenders Staff Other (Describe) \_\_\_\_\_

Designated areas where alcohol will be served and consumed **must clearly be indicated** on the attached **site plan**.

Times for alcohol to be served\*: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ N/A \_\_\_\_\_

*\*Alcohol ticket sales must end 30 minutes prior to event ending time and alcohol service must end 20 minutes prior to event ending time.*

**The following controls must be followed at Special Events serving alcohol:**

- The Special Event host shall be required to establish a controlled entrance and exit location by posting 11" x 17" signage stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for serving and consuming alcohol may be required.
- No more than 2 alcoholic beverages shall be served to any person at any one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor indicating that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event applicant and invitees shall be in compliance with all other applicable federal, state and local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.
- **Where alcohol is going to be served** inside the park/facility, no tailgate party activity will be permitted at the conclusion of the event in the venue parking lot(s).

When selling/serving alcohol at a public event the following signs must be posted at all times **at beverage serving location(s):** **A)** Must be 21 (with latest eligible birthdate) **B)** Sale Times **C)** ID Check **D)** Volunteers **E)** Wristbands

### I: AMPLIFIED SOUND, STAGES

Section 116.02(B) of the Mount Pleasant Code of Ordinances states that normally any special event permit involving loudspeakers or amplified music systems will not be allowed after 7:00 p.m. on weekdays and 9:00 p.m. on Fridays and Saturdays.

If **amplified music or sound** will be used during the Special Event, provide a description along with start/finish times:

Is a sound company being contracted? Yes No Company: \_\_\_\_\_

Event-day Contact: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Are there any musical entertainment features related to your event? Yes No

If yes, briefly describe music and, if applicable, attach schedule of any music or entertainment proposed to occur:

Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Will sound checks be conducted? Yes No If yes, indicate times: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

### J: PORTABLE RESTROOMS

Portable restroom facilities must be provided unless documentation is submitted that there are a sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The Town may determine the total number of required restroom facilities at a Special Event on a case-by-case basis.

**Do you plan to provide portable restrooms facilities at your Special Event?** Yes No

If yes, how many? \_\_\_\_\_ Number of ADA Accessible: \_\_\_\_\_

Rental Company: \_\_\_\_\_ Event-day Contact #: \_\_\_\_\_

Setup: Date \_\_\_\_\_ Time \_\_\_\_\_ Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

If no toilets will be provided, please explain:

### K: TRASH, GREASE & RECYCLING REMOVAL PLAN

What is your event cleanup plan?\*

Do you have a sanitation and recycling removal plan? Yes No If yes, describe:

Will the event need street sweepers prior to the event or at conclusion of the event? Yes No

Will you require grease disposal? Yes No *\*No grease may be poured on grass, hardscapes or in drains.*

What will grease be stored in during the event: \_\_\_\_\_

Company picking up grease: \_\_\_\_\_ Event-day Contact #: \_\_\_\_\_

**All grease and grease containers must be removed from the site within 24 hours. If the event is on a Saturday evening items can remain until 10:00 a.m. Monday unless there is an event scheduled for Sunday.**

\*Applicants are responsible for cleaning and restoring the site after the Special Event. ***Cleanup should begin within one hour after the Special Event is concluded*** and continue until completed. Site must be cleared within 24 hours of the conclusion of the Special Event. ***The cost of any Town of Mount Pleasant employee overtime incurred because of an applicant's failure to clean and restore the site following the Special Event will be borne by the applicant.***

**L: VENDORS** *(Anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services.)*

**Does the Special Event include retail or food vendors?** Yes      No

*Check no and proceed to next section if not applicable to your event.*

**Attach a detailed list of all vendors.** Include business type(s) and required license/permit numbers for each vendor (see bullets below for required licenses). If food related, include cooking method and food/cooking oil disposal method details. All vendors must be notified of license and permit requirements for event day.

- Persons or Businesses engaged in any “calling, occupation, profession or activity with the object of gain, benefit or advantage, either directly or indirectly” are required to purchase a Town of Mount Pleasant Business License. Licenses are based on gross income pursuant to SC Law. *For more information, visit [www.tompsc.com](http://www.tompsc.com) or call (843) 849-2786.*
- Persons selling products are required to have a SC Retail Sales Tax license from the SC Dept. of Revenue: [www.sctax.org](http://www.sctax.org) or (843) 852-3600.
- Sale (or in some instances, serving) of alcoholic beverages requires a Special Event Beer, Wine, and /or Liquor License from SC Dept. of Revenue Alcohol Beverage Licensing: [www.sctax.org](http://www.sctax.org) or (843) 852-3600.
- Preparation & sale of food requires a Food Service Permit from the SC Dept. of Health and Environmental Control: [www.scdhec.gov](http://www.scdhec.gov) or (843) 202-7020.

**Note: For each cooking location, the Town requires a K Type Fire Extinguisher.**

## **M: SIGNAGE**

**Will signs or banners be hung onsite?** Yes      No      If yes, list number, size, location and material:

*No off-premise signs or signs in the public right-of-way are allowed.*

## **N: TENTS, INFLATABLES, RIDES**

**Will tents or canopies be used during the Special Event?** Yes      No      If yes, list number, types & sizes of tents/canopies:

**Pavement Holes/Marring:** *Drilling into public pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited.*

If **inflatables** (*jump castles, etc.*), **mechanical rides** or **other attractions** will be used during the Special Event, list number, type, size, square footage, and location (*attach separate page if necessary*):

Rental Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Event-day Contact #: \_\_\_\_\_

**O: TRAFFIC CONTROL PLAN**

**Check the type of event:**

Run or Walk      Bike or Wheeled Race      Parade      Bike Tour      Other \_\_\_\_\_

Start Location: \_\_\_\_\_ Finish Location: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_ Estimated # of Vehicles: \_\_\_\_\_

On-street spaces available? Yes      # of spaces: \_\_\_\_\_ No

Off-street spaces available? Yes      # of spaces: \_\_\_\_\_ No

Please provide a Traffic Control Plan to be approved by the Town of Mount Pleasant Police Department. Include the information below as well as any additional information that may apply to the event:

- The proposed route to be traveled, including the starting and finishing points. Also, clarify the direction the event will move.
- A routing plan for traffic, which includes requested roads to be closed to vehicular and other traffic during the event. Include contact arrangements/plan to resolve potential conflicts with people trying to access residences, businesses, places of worship, and public facilities, or other situations that may arise as a result of the event.
- Proposed locations for barricades, signs, volunteers, and Police. This portion of your Traffic Control Plan with the assistance of the Town of Mount Pleasant Police Department will be reviewed for approval after initial submission of the application.
- The Police Department will determine the timeline for the closure of all venues.
- A minimum of a 10-foot wide emergency access lane is required throughout the event site. Therefore, no permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

**Road Closure Schedule**

Will the event require road closures and/or barricades? Yes      No

*If yes, please complete the road closure schedule below.*

Does the event restrict access to any private or public parking lots? Yes      No

*If yes, attach a signed letter of notification to all impacted parties before the special event permit will be issued.*

**Road Closures and/or Barricaded Streets (attach a separate sheet if necessary):**

Street Name	From/To (Intersections)	Date	Time

***The Town of Mount Pleasant Police Department has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, meter bags, volunteer and Police locations. Please remember the Town does not provide barricades or other equipment.***

I understand that an electronic signature has the same legal effect and can be enforced the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify the property owner has given permission for for the use of this property.

**Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Mount Pleasant, SC 2946** \_\_\_\_\_





Town of Mount Pleasant, SC

## SPECIAL EVENT PERMIT APPLICATION A Checklist and Application Submission Information

If you do not have all the applicable attachments listed below, submit your application and send copies as soon as they are available.

All of the following **applicable** attachments must be included with your Special Event Permit Application before the Town will issue a permit:

1. All information completely filled out.
2. Site plan.
3. Notification Letters to affected HOAs, neighbors, businesses, including any affected by parking lot or road closures. Include replies.
4. If event is on property not owned by Event Host, proof of property owner consent.
5. Traffic control plan (may be deferred to MPPD depending on complexity).
6. **Pay for permit online at:** [ExperienceMountPleasant.com/forms/Special-Event-Permit/](https://ExperienceMountPleasant.com/forms/Special-Event-Permit/)  
Permits are not issued until receipt of payment.

Applicant is solely responsible for obtaining all of the following **applicable** licenses and permits:

1. SC Department of Revenue Retail License
2. Town of Mount Pleasant Business License
3. SC Department of Revenue Special Event Beer, Wine and/or Liquor License
4. SC Department of Health & Environmental Control Food Service Permit

**IF EVENT IS TO BE HELD ON TOWN OF MOUNT PLEASANT PROPERTY, attach Town Property Event Addendum. Addendum can be found on our [Forms](#) page.**

Submit application by clicking button below or emailing [EventPermits@tompsc.com](mailto:EventPermits@tompsc.com). Please attach to this email any necessary files (*applications are only processed once payment is received*):



After your application has been reviewed, you will be notified if the Town requires any additional information in order to complete your permit.

**Remember that receipt of your application should in no way be construed as final approval or confirmation of your request.**

*Please note, if you fail to abide by all Town Ordinances and any Special Conditions noted on this event permit, future permit applications may be denied.*