



Town of Mount Pleasant, SC
MEMORIAL WATERFRONT PARK
COMMERCIAL FILMING & PHOTOGRAPHY
PERMIT APPLICATION



A Commercial Media Filming & Photography Permit is required for any organization or individual (Event Host) planning to take photos or record film for commercial purposes at Memorial Waterfront Park (MWP). *Please note: It is the Event Host's responsibility to read, understand and abide by the Town of Mount Pleasant Memorial Waterfront Park Special Event Rules & Regulations and the Town's Film Policy. All TOMP ordinances must be adhered to during any permitted event or film/photography production.*

EVENT PRIORITY

Town of Mount Pleasant events have priority in use of any Town property. Events renting a facility from the Charleston Area Convention & Visitor's Bureau take precedence (*permit typically not required with facility rental unless event will impact areas outside of the contracted rental*). Permit applications are processed in order of receipt in accordance with considerations the Town Administration uses in deciding on the issuance of a permit.

PERMIT PROCESS

The MWP permit application process begins when the Event Host calls the Community Affairs & Marketing Division (CAM) to check date availability. A temporary hold will be placed on the requested date if there are no conflicts. The applicant must submit a completed Permit Application in a timely manner or the date hold will be released. *Acceptance of your application should in no way be construed as final approval or confirmation of the request.

Please submit the **application** along with **all requested documents and fees via email**. During the application review process, you will be allowed time to provide pending documents (*e.g. certificate of insurance, secondary permits, etc.*) These items must be received before a permit will be issued; delays may hinder our ability to finish the review process and approve your application in a timely manner.

CAM reviews permits and facilitates processing through all appropriate TOMP departments and park partners (*CVB, CCPRC*). Should there be any specific questions or concerns about the 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.

APPLICATION DEADLINE and FEE

Commercial Filming & Photography Permit applications are due 15 days prior to scheduled filming/photographing date(s). In some cases TOMP may be able to process applications with shorter notice; processing time depends on the complexity of the shoot as well as the thoroughness of the application. TOMP understands weather limitations to filming/photographing dates and will make every effort to accommodate the need for date changes. Fees are per day and are non-refundable.

Commercial Film/Photography Fee: \$200

COMPENSATION FOR TOWN STAFFING

Depending on the size and type of event, TOMP may require personnel including Police, 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 residents, and reduce 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 of the event completion.

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.

COMMERCIAL Event Date(s): _____

FILM/PHOTO

PERMIT Times (begin/end): _____



Requested Park Area: _____

Event Name: _____

Applicant Name: _____ Organization/Company: _____

Mailing Address: _____

Work Phone: _____ Fax: _____ Mobile: _____

Email(s): _____

Event Description:

Estimated # of people involved in the shoot: _____

CHECK THE FOLLOWING ITEMS THAT WILL BE ELEMENTS OF YOUR PRODUCTION:

*TOMP does not provide tents, trash cans, tables, chairs, barricades or other equipment. There are **NO public water or power sources** available at MWP. If you require water or power, attach details. TOMP may deny the use of water elements that have the potential to damage property or park grounds. Attach more details as needed.*

Road Closures/Barricades Amplified Sound* Live Music Tents or Canopies
 Signs and Banners Other: _____

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.

NOTIFICATION TO IMPACTED RESIDENTS AND 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. If your production will impact park neighbors or neighboring businesses, **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** (*email replies are acceptable*). Notices must reflect the date, time, locations and types of activities/disruptions that will take place. Include TOMP contact information in case anyone has questions or concerns they wish to communicate directly to the Town: eventpermits@tompsc.com and 843.884.2528.

SITE PLAN:

Attach a site plan including any impacted roads, barricade placements, locations included in the shoot, etc.

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

Application Submission Date

<u>Application Approval (TOMP Office Use Only)</u>	
Signature of Assistant Town Administrator	Date
Comments and Special Conditions: _____	



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Checklist, Application and Payment 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 Permit Application before the Town will process the request:

1. All information completely filled out.
2. Notification Letters to affected neighbors and businesses, including any affected by parking lot or road closures. Include replies.
3. Site plan.
4. Town Property Event Addendum or Certificate of Insurance specifically identifying **Town of Mount Pleasant, 100 Ann Edwards Lane, Mount Pleasant, SC 29464** as additional insured. Description must include event name, date, time and address of venue (99 Harry Hallman Jr. Blvd.)
5. **Pay permit fee online:** [ExperienceMountPleasant.com/forms/Special-Event-Permit/](https://www.experiencemountpleasant.com/forms/special-event-permit/). Permits are not issued until receipt of payment.

Applicant is solely responsible for obtaining all **applicable** licenses and permits, such as a Mount Pleasant Business License, any necessary road closure permissions from the SC Department of Transportation, etc.

Submit application by emailing EventPermits@tompsc.com. Please attach to this email any necessary files (*applications are only processed once payment is received*).

To expedite processing, please do not drop application off at Town Hall. If you cannot fill out electronically and submit via email, please drop off or mail paper copy to R.L. Jones Center, Attn. Special Events, 391 Egypt Road, Mount Pleasant, SC 29464.

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.

[ExperienceMountPleasant.com/forms](https://www.experiencemountpleasant.com/forms)