



Town of Mount Pleasant, SC

MEMORIAL WATERFRONT PARK LARGE GROUP EVENT PERMIT APPLICATION



A Large Group Event Permit is required for any organization or individual (Event Host) planning an activity at Memorial Waterfront Park (MWP) with an expected attendance of 250 to 499 people (events with an expected attendance of 500 or more people are not permitted at Memorial Waterfront Park). *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. All TOMP ordinances must be adhered to in the production of any event.*

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). Special Event Permit applications are processed in order of receipt in accordance with considerations the Town Administrator or his/her designee use in deciding on the issuance of a permit.

PERMIT PROCESS

The MWP permit application process begins when the Event Host calls the Special Events Manager (SEM) to check date availability. A temporary hold will be placed on the applicant's requested date if there are no conflicts. The applicant must submit a completed Permit Application to TOMP in a timely manner or the date hold will be released. Acceptance of an application should in no way be construed as final approval or confirmation of an event permit.

Please submit the **appropriate application** for your event type along with **all requested documents and fees**. 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.

SEM reviews permits and facilitates processing through all appropriate TOMP departments. 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.

APPLICATION DEADLINES and FEES

Application processing time depends on the complexity of each event as well as the thoroughness of the application. Fees are per day and are non-refundable.

Between 250 and 499 attendees: \$400

COMPENSATION FOR TOWN STAFFING

Depending on the size and type of event, TOMP 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, except in the case of off-duty Police Officers who are to be paid immediately upon conclusion of the event.

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.

**LARGE
GROUP
PERMIT**

Event Date(s): _____

Times (begin/end): _____



Requested Park Area: _____

Event Name: _____

Applicant Name: _____ Organization/Company: _____

Mailing Address: _____

Work Phone: _____ Fax: _____ Mobile: _____

E-mail(s): _____

Summary Description of Event (*detailed description provided in Section A*):

Estimated attendance: _____ (between 250 and 499; *groups of 500+ are not permitted*)

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

Has this organization planned an event before: Yes ___ No ___

How many years has this particular event existed: ___ Where? _____

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

Event Website: _____

The Town of Mount Pleasant does not allow the use of any Town property for the purpose of profit (unless for charitable donations.) No admission fees can be charged except entry fees to races/walks for the purpose of raising funds for a designated 501(c)(3) charity. Memorial Waterfront Park is a public community park. Special events may at no time restrict the general public from using the park's amenities unless expressly approved herein.

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

Application Approval (TOMP Office Use Only)

Signature of Assistant Town Administrator

Date

Comments and Special Conditions:

Large empty rectangular box for application approval details and comments.

A: DETAILED EVENT DESCRIPTION *(attach separate page if needed)*

B: SETUP & DISMANTLE DATES/TIMES

Setup Day/Date: _____ Start Time: _____ End Time: _____
Dismantle Day/Date: _____ Start Time: _____ End Time: _____

C: EVENT ELEMENTS

*TOMP does not provide or rent to the public the following items: portable toilets, generators, staging, sound systems, tents, trash cans, recycle cans, grease traps, sandwich boards, tables, chairs, barricades or other equipment. **Note:** There is **NO public water or power source** available at MWP. If you require water, include details in section Q including where & how it will be used. TOMP may deny the use of water elements that have the potential to damage property or park grounds.*

Check the following items that will be included as part of your event:

Road Closures Traffic Control Security Amplified Sound
 Live Music Portable Restrooms Retail Vendors Food Vendors/Trucks**
 Tents or Canopies Stage Signs and Banners Inflatables/Jump Castles
 Need for Electricity (must provide own power source) Grease Disposal Animals

Other: _____

*See pg. 5 Fire Safety section re: MPFD Mobile Food Vendor Inspection certificates for food trucks.

D: EVENT LAYOUT

Attach a detailed site plan of the event to the application email.

Please note the location of entrances/exits, retail and food/beverage vendors, tents, stage, amplified sound, signs or banners, portable restrooms, trailers, generators, first aid stations, fire extinguishers, garbage and 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 event. The event must accommodate the needs of disabled persons who choose to participate in the event as their rights are protected under the Americans with Disabilities Act.*

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

E: NOTIFICATION TO IMPACTED RESIDENTS & BUSINESSES

Events that impact Town of Mount Pleasant 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@tompsc.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).

F: SIGNAGE

Will signs or banners be used onsite? Yes _____ No _____ If yes, provide #, size, location & material:

No off-premise signs or signs in the public right-of-way are allowed. Fastening or attaching any rope, signs, banners, fliers or other objects to any tree, shrub, or park feature including light poles on any Town of Mount Pleasant property is strictly prohibited.

G: AMPLIFIED SOUND, STAGE

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.

Will the event have amplified music or sound? Yes _____ No _____ Please describe type of amplified sound/music: _____

If musical entertainment is part of your event, describe music (band/musician name(s), # of musicians, acoustic/jazz/country/oldies, etc.) and, if applicable, schedule of any proposed music or entertainment:

Music or Announcements/other amplified sound: Start time: _____ Finish time: _____

Will sound checks be conducted prior to the event? Yes _____ No _____

If yes, please indicate times: Start time: _____ Finish time: _____

H: TENTS, INFLATABLES

Will tents or canopies be used during the event? Yes _____ No _____ If yes, list #, types & sizes:

Pavement Holes/Marring: *Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All anchoring of tents must be accomplished with weights such as sandbags, concrete or water-filled barrels. Due to irrigation systems, staking is prohibited unless approval is granted herein for the limited area where staking may be allowed.*

Will generators be used: Yes _____ No _____ **Note:** *There is no power available at MWP without facility rental.*

Will inflatables (jump castles, etc.) or other attractions be used during the event?

Yes _____ No _____ If yes, list #, type & size (location must be indicated on event layout in section D):

Rental/amusement company name: _____

Contact Name: _____ Tel: _____

Applicants must contract with licensed, insured amusement companies and are required to provide the Town of Mount Pleasant with a Certificate of Insurance, naming the applicant and the Town of Mount Pleasant as additional insured on general liability. The equipment may be inspected by the Town of Mount Pleasant prior to use.

I: PORTABLE RESTROOMS

Portable restroom facilities must be provided if TOMP determines that there are insufficient public restroom facilities available. TOMP may determine the location and total number of required restroom facilities on a case-by-case basis. ADA compliance is mandatory. Do you plan to provide portable restroom facilities at your event? Yes No

If yes, how many? _____ Number of ADA Accessible: _____

Rental Company: _____ Event day contact #: _____

Equipment Setup: Date _____ Time _____ Pickup: Date _____ Time _____

Toilets & handwash stations must be removed immediately following event conclusion during cleanup unless written permission is granted herein.

J: TRASH, GREASE & RECYCLING REMOVAL PLAN

What is your detailed cleanup plan for the event?*

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

Will you require grease disposal? Yes No *No grease may be poured anywhere on MWP grounds.

What will grease be stored in during the event: _____

Grease pickup company: _____ Event day contact #: _____

*Applicants are responsible for cleaning and restoring the site after the event. **Cleanup must begin within one hour of event conclusion** and continue until completed. Site must be cleared immediately following event conclusion unless express written consent is granted by TOMP. **All grease and grease containers must be removed from the site immediately following event conclusion. Improper disposal of cooking liquids may result in fines to the event host. The cost of any TOMP staff overtime incurred because of an applicant's failure to clean and restore the site following the event will be borne by the applicant.**

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

Does the event include retail or food vendors? Yes _____ No _____ Proceed to next section if there will be no vendors.

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 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. *Business License forms and ordinances may be found at www.tompsec.com. TOMP Business License Division: (843) 849-2786.*
- Persons selling products are required to have a SC Retail Sales Tax license. *SC Dept. of Revenue: (843) 852-3600.*
- Preparation and sale of food requires a Food Service Permit from the SC Dept. of Health and Environmental Control. *Visit www.scdhec.gov or call (843) 202-7020. Note: For each cooking location, the Town requires a K Type Fire Extinguisher.*

L: PUBLIC SAFETY ISSUES

Crisis Management Contact Information

Event host must submit 24-hour emergency contact info to the Mount Pleasant Police and Fire Departments.

Primary Contact Name: _____

Address: _____

Phone: _____ Mobile: _____

Fire Safety Information

Fire hydrants may not be blocked during any event.

Will the 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, TOMP requires a K Type Fire Extinguisher.
- **Applicant is responsible for ensuring participating food trucks have a current MPFD Mobile Food Vendor Inspection certificate BEFORE event day. Visit tompsec.com/138/Code-Enforcement for complete information.

M: SAFETY & SECURITY

Check types of security needed:

- | | |
|---|--|
| <input type="checkbox"/> Stage Security | <input type="checkbox"/> Money Handling 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"/> Overnight Security From _____ : _____ To _____ : _____ | |

Requested security times: _____

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. Officers are to be paid immediately upon conclusion of the permitted event.

N: EMERGENCY MEDICAL SERVICES

Will first aid staffing/equipment be provided during the event? Yes _____ No _____

If yes, Emergency Service Provider Name: _____

Phone Number: _____ Alternate Number: _____

Onsite Location: _____

Times of Operation: _____

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

O: TRAFFIC CONTROL PLAN

Proceed to next section if you believe there will be no need for traffic control during your event. MPPD has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, volunteer and Police Officer locations. Please remember the Town does not provide barricades or other equipment.

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: _____

Please provide a Traffic Control Plan to be approved by the 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 roads you are requesting 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 will be affected by the event.
- Proposed locations for barricades, signs, volunteers, and Police Officers.
- The Police Department must approve and may alter your requested timeline for the closure of all venues.
- A minimum 10-foot wide emergency access lane is required throughout the event site. No permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on public sidewalks.



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LARGE GROUP EVENT
PERMIT APPLICATION



Checklist and Application Submission Information

If you do not have all the applicable attachments listed below, submit your application and send copies via email to eventpermits@tompsc.com 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 application pages completely filled out.
2. **Pay for permit online at:** ExperienceMountPleasant.com/forms/Special-Event-Permit/
Permits are not issued until receipt of payment.
3. Site plan.
4. Notification Letters to affected HOAs, residents, businesses, including any affected by parking lot or road closures. Include replies or signed consents.
5. Traffic control plan.
6. Proof of General Liability Insurance coverage.
7. Proof of insurance coverage for amusement/attraction/inflatable vendors.

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 Health & Environmental Control Food Service Permit

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

Please do not drop your application off at Town Hall. If you cannot fill out electronically and submit via email, please drop off or mail the paper copy to the RL Jones Center at 391 Egypt Road.

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.