



Town of Mount Pleasant, SC

# MEMORIAL WATERFRONT PARK SMALL GROUP EVENT PERMIT APPLICATION



A Small 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 25 to 249 people. *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.* The Town of Mount Pleasant does not allow the use of any Town property for the purpose of profit (unless for charitable donations.) 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.

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## 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.

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## 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.

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## APPLICATION DEADLINES and FEES

Small Group Event Permit applications are due a minimum of 30 days in advance of event day. 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 25 and 249 attendees: \$200**

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## 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.

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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.

**SMALL  
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): \_\_\_\_\_

Event Description:

Estimated attendance: \_\_\_\_\_ (25-249)

The event is private (*By invitation only*)

Open to general public, free

Open to general public, entry fee

**EVENT ELEMENTS:**

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

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Road Closures/Barricades | <input type="checkbox"/> Amplified Sound*  | <input type="checkbox"/> Live Music            | <input type="checkbox"/> Portable Restrooms       |
| <input type="checkbox"/> Tents or Canopies        | <input type="checkbox"/> Signs and Banners | <input type="checkbox"/> Food Vendors/Trucks** | <input type="checkbox"/> Inflatables/Jump Castles |
| <input type="checkbox"/> 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. \*\*Applicant is responsible for ensuring all food trucks have accurate MPFD Mobile Food Vendor Inspection certificate BEFORE event day. Visit [tompsc.com/138/Code-Enforcement](http://tompsc.com/138/Code-Enforcement) for complete information.*

**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. 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](mailto: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).**

**SITE PLAN:**

Attach a site plan/event layout including any impacted roads, barricade placement, location of inflatables/machinery, 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:	



Town of Mount Pleasant, SC  
MEMORIAL WATERFRONT PARK  
SMALL 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 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. Notification Letters to affected neighbors and businesses, including any affected by parking lot or road closures. Include replies.
3. Site plan sketch.
4. Certificate of Insurance if required (you will be notified by Town of Mount Pleasant staff).
5. **Pay for permit online at:** [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 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](mailto: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.*