

CHAPTER 97: MOUNT PLEASANT MEMORIAL WATERFRONT PARK SPECIAL EVENTS

Section

- 97.01 Introduction
- 97.02 Rules and regulations
- 97.03 Fees and permits

Cross-reference:

Prohibited activity in Mount Pleasant Memorial Waterfront Park, see Ch. 141

§ 97.01 INTRODUCTION.

(A) The Memorial Waterfront Park has been called Mount Pleasant's crown jewel and the town welcomes the residents and visitors who enjoy its amenities. Many individuals, corporations and charitable groups see the park as a perfect setting for events.

(B) The term **EVENT HOST** is defined as the individual(s) and/or group(s) seeking to host a function or event at the Memorial Waterfront Park. An event host that wants to plan an event in the Park that does not involve rental of the Cooper River Room, the Sweetgrass Cultural Arts Pavilion, or the Mount Pleasant Pier should fill out the appropriate special event permit application, determine the fees that will pertain to their event, then submit their application and fee payment to the Office of Cultural Affairs and Tourism, 100 Ann Edwards Lane, Mount Pleasant, SC 29464, within the deadlines published on the event permit applications. Applications submitted outside the established deadlines may be considered at the discretion of town staff.

(C) Failure to abide by the rules and regulations set forth in § 97.02 may result in denial of future applications, staff and supply charges for remedial work resulting from event, and/or additional security deposit requirements for any future event organized by the same event host.

(D) Before completing an event permit application, the event host should review Chapter 141 of this municipal code and then confirm date availability by contacting the Town Special Events Planner at eventpermits@tompsc.com or (843) 884-8517.

(E) For information about events in the Cooper River Room or Sweetgrass Cultural Arts Pavilion, event hosts should visit www.CooperRiverRoom.com. For information about the Mount Pleasant Pier, event hosts should visit www.ccprc.com.

(Ord. 12077, passed 11-13-12)

§ 97.02 RULES AND REGULATIONS.

(A) General.

(1) The Memorial Waterfront Park (hereinafter "MWP") is a public community park. At no time may a special event restrict the general public from using its amenities without express written approval of the Town.

(2) The Town reserves the right to deny any permit at its sole discretion.

(3) The Town reserves the right to augment fees or require security deposits on a case-by-case basis.

(4) Refunds will be given at the sole discretion of the Town.

(5) The Town will do everything possible to accommodate special events affected by inclement weather.

(6) Special restrictions apply to food preparation in the park. If onsite food preparation is part of a special event, this information must be detailed in the permit application.

(7) Proper trash disposal is the responsibility of the event host. There is a large dumpster onsite that may be used, but the event host must provide its own trash receptacles/bags for large groups when the onsite cans will not be sufficient. All litter, including zip ties, strings, and the like, must be picked up and disposed of by the event host. Dumping liquids (cooking water, grease, etc.) near the marsh or stormwater drains is a punishable offense prohibited by state law; proper authorities will be notified and event host will be held responsible. No liquids are to be disposed of anywhere on the park grounds. These requirements pertain to all events hosted anywhere within the park, including the Cooper River Room and Sweetgrass Cultural Arts Pavilion. Event hosts failing to comply may be charged a cleaning fee or other appropriate fine.

(8) The Police Department reviews all permit applications and determines the number of off-duty officers, if any, required for each event.

(a) If necessary, an operations plan will be developed and police will determine traffic control requirements.

(b) If an approved permit indicates that officers are required, the event host must contact the Police Department at (843) 884-4176 or eventofficers@tompsc.com to coordinate with the MPPD Grants Administrator who will schedule off-duty officers and generate invoices to be paid by the event host. Officers are to be paid immediately upon conclusion of the event by the event host unless other arrangements have been approved in advance by MPPD.

(9) The town reserves the right to amend any portion of these guidelines if deemed appropriate. This includes and is not limited to site map alterations, restricting some activities with consideration of inclement weather, and suggesting alternate dates or rescheduling events with consideration of conflicting pre-scheduled activities within the park.

(B) *Alcohol.*

(1) No alcohol is allowed on the MWP grounds without facility rental unless an exception to this rule is granted in writing by the Town Administrator or his or her designee.

(2) Event hosts should contact the Charleston Area Convention & Visitors Bureau at (843) 852-2965 for information about facility rental.

(3) Alcohol purchased in the pier plaza must be consumed on the pier or pier plaza.

(C) *Fees, insurance, other permits.*

(1) *Fees.* Permit fee payments are required to ensure date reservations. User fees have been established to cover administrative, operational, and ancillary event maintenance costs.

(2) *Other permits.* The event host is solely responsible for obtaining all other necessary permits and licenses (retail tax licenses, food service permits, town business licenses, or any other necessary permits).

(3) *General liability insurance.*

(a) The town reserves the right to require a certificate of insurance for events if deemed appropriate.

(b) If a certificate of insurance is required, the event host must submit the certificate within the deadlines established herein, providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence, naming the town as additional insured. This type of insurance policy may be acquired from most private insurance carriers. The description on the certificate must include the event name, date, time and location (Memorial Waterfront Park, 99 Harry Hallman Jr. Blvd., Mount Pleasant, SC 29464). The Certificate Holder shall be identified as follows: Town of Mount Pleasant, 100 Ann Edwards Lane, Mount Pleasant, SC 29464. No department or staff names shall be included.

(c) A permit will be denied or revoked if the town has not received the required insurance certificate(s) prior to the special event.

(d) The event host is responsible at all times for the behavior of all involved and will be held financially liable for any damage to the facility.

(D) *Setup and infrastructure.*

(1) The town does not provide amenities such as sound and lighting systems, stages, generators, tents, tables, chairs or other support materials and services.

(2) Any equipment utilized by a group must be packed up and removed from the premises immediately following the event unless express written consent has been provided by the town.

(3) No stakes are allowed on the MWP grounds without express written consent by the town. All tents, canopies, inflatables, and other similar structures must be secured using weights. Failure to abide by this rule will result in the denial of future event permit applications and the event host will be held financially responsible for any damage resulting from equipment setup.

(4) No vehicles are allowed to be driven onto the Great Lawn area between the Visitor's Center and the War Memorial with the exception of vehicles owned by the Town of Mount Pleasant or authorized by town staff for town-sponsored events.

(5) Sidewalks must remain clear of event elements. The event host must maintain the integrity of the landscape beds.

(6) No banners, signage or other event elements are to be secured to or affixed on trees, light poles, or other park features. Small push-in-ground stake signs are permitted only if included on an approved permit.

(E) *Electricity and water.* There are no public power or water sources available at the MWP without facility rental. It is the event planner's responsibility to provide ample generators to supply all power needs required by the event.

(F) *Restrooms.*

(1) All events when deemed necessary by town staff are required to contract a cleaning service approved by the town to maintain the restrooms during event hours, and to ensure that restrooms are left in pre-event condition upon event conclusion. Event host will be charged a cleaning fee for restrooms requiring post-event cleaning.

(2) While the MWP has restroom facilities, these may not be adequate for some events. The town reserves the right to mandate the number and location of portable restrooms within the event. Five percent of all portable restrooms must be ADA-approved. Portable restrooms will be at the expense of the event host. (Ord. 12077, passed 11-13-12)

§ 97.03 FEES AND PERMITS.

(A) *User fees.*

(1) Event fees are based upon attendance expectations. The event host should review the following descriptions to determine the appropriate fee and permit application for the type of event the event host is interested in hosting at the MWP.

(2) The user fees listed are based upon common events held at the MWP. If an event goes outside the normal scope of activity because of extensive infrastructure or other reasons, the town reserves the right to augment fees or to deny the permit based on the MWP's inability to support the event without requiring significant maintenance or potential repair. After reviewing the application, the town will advise if the final rental rate will be augmented.

(B) *Reservation payments.*

(1) Applications are not considered without the fee payment.

(2) User fees are outlined below.

(3) Reservations are not confirmed until the application is approved by the Town Administrator or his or her designee.

(4) Fee payment will be refunded if the permit application is denied.

(C) *Small group events.*

(1) Typically groups of less than 25 people do not require an event permit.

(2) The event host should apply for a small group permit if:

(a) The event is a group gathering such as a family picnic, birthday party or other special event with an expected attendance of between 25 and 249 people; or

(b) The group is less than 25 but the event host is bringing event support gear, i.e. tents, and/or any support equipment requiring town supervision (questions should be directed to eventpermits@tompsc.com).

(3) Due a minimum of 30 days in advance:

(a) A completed MWP small group event permit application;

(b) Fee payment: \$200 per day non-refundable fee.

(4) Wedding ceremonies held in the park without a facility rental are limited to no more than 40 people including bride and groom and no equipment setup is allowed such as tents, tables, archways, musicians, etc. Minimal chairs for elderly or handicapped guests may be approved at the discretion of town staff.

(D) *Large group events.*

(1) The event host should apply for a large group permit if:

(a) The event is a group gathering with an expected attendance of between 250 and 499 people; or

(b) The group is less than 250 people but the event host is bringing extensive event support gear, i.e. more than 5 tents, food vendors, generators, and/or any support equipment requiring town supervision (questions should be directed to eventpermits@tompsc.com).

(2) Due a minimum of 30 days in advance:

(a) A completed MWP large group event permit application;

(b) Fee payment: \$400 per day non-refundable fee.

(E) *Major events.*

(1) Events with an expected attendance of 500 or more people are not permitted at Memorial Waterfront Park.

(2) Please note that large-scale or multiple-day productions may require supplemental deposits, fees and/or permits. If applicable, town staff will notify event hosts in advance of such requirements.

(F) If a planned event falls outside of the scope of the descriptions contained herein, the event host should contact the Special Events Planner at eventpermits@tompsc.com or (843) 884-8517.

(Ord. 12077, passed 11-13-12) Penalty, see § 10.99