



TOWN-OWNED PROPERTY EVENT ADDENDUM

The Town of Mount Pleasant does not allow the use of any Town-owned 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. Special rules, regulations and restrictions unique to each site or facility may apply. Events at Memorial Waterfront Park have separate permit applications, fees, rules and regulations. Most public property cannot be reserved for the exclusive use of one group, and access by the general public must be available at all times. Areas cannot be roped off or otherwise secured. Event permit holders will be given information specific to the site that they are requesting to use if applicable. A Certificate of Insurance naming Town of Mount Pleasant as additional insured will be required for Major Events as defined below and in some cases, for smaller events as determined by the Town of Mount Pleasant.

PARK/FACILITY REQUEST

If your requested location is not available or not suitable for the type of permit requested, alternate sites may be offered if available.

Facility requested for your event: _____

For detailed information about hosting events at Memorial Waterfront Park, see the rules, regulations, permits and fees policy on the Special Event Permits page at www.ComeOnOverMP.com. The Cooper River Room at the rear of the Mount Pleasant Visitor Center and the Sweetgrass Pavilion are booked through the Charleston Visitor Bureau. Visit www.cooperriverroom.com for details on fees and availability. For Alhambra Hall fees and availability, visit www.tompsc.com or call 849-2022.

INSURANCE REQUIREMENTS

Major Events held on TOMP property must comply with the insurance requirements below to be able to obtain a Special Event Permit:

A **Major Event** is a Special Event that impacts multiple city departments, has 500 or more people in attendance, and has an impact on any street, right-of-way, and/or Town-owned or managed park or facility.

The Applicant shall submit Certificate(s) of Insurance verifying the below minimum coverage(s) and specifically identifying Town of Mount Pleasant, 100 Ann Edwards Lane, Mount Pleasant, SC 29464 (*do not include any staff or department name*) as additional insured. The Town of Mount Pleasant does not sell insurance. However; this type of insurance policy may be acquired from most private insurance carriers or through the SC Municipal Insurance & Financing Fund's TULIP program (www.onebeaconentertainment.com/e/tulip/apply.aspx). **Event Permit will be revoked if the Town of Mount Pleasant has not received the required insurance certificate(s) prior to the Special Event.**

General Liability Insurance: Applicant must submit a Certificate of Insurance 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 Town of Mount Pleasant as additional insured.

Has General Liability Insurance listing the Town of Mount Pleasant as additional insured been secured? Yes____
No____ N/A____

Special Events including inflatables (jump castles, etc.) or other amusement rides are required to obtain the following:

Applicants contracting with amusement ride companies are required to provide the Town of Mount Pleasant with a certificate of insurance from the amusement ride company's liability insurance provider, naming the applicant and the Town of Mount Pleasant as additional insured on general liability. The equipment will be inspected by the Town of Mount Pleasant prior to use.

Hold Harmless Clause: The Applicant hereby shall assume all risks incident to or in connection with the Special Event Permit and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the Special Event Permit. Applicant hereby expressly agrees to defend and hold the Town of Mount Pleasant harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, judgments, or injuries directly or indirectly arising out of or in connection with the Special Event Permit or resulting from the negligence or intentional act or omission of applicant and/or its officers, agents and employees.

RULES & RESTRICTIONS

No alcohol is permitted on Town of Mount Pleasant property.

No staking is allowed on Town of Mount Pleasant property due to irrigation systems.

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.

Town of Mount Pleasant does not provide power or water at any of its facilities; event host must provide own generator power.

All toilets, hand wash stations and grease must be removed from Town property 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 that Sunday.

Applicant Signature: _____

Print Applicant Name: _____ **Date:** _____