



Town of Pendleton
310 Greenville Street **646-9409 Phone**
Pendleton, SC 29670 **646-5425 Fax**
www.townofpendleton.org

EVENT APPLICATION

This application must be completed and submitted no less than thirty days prior to the start of the event. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. All questions must be fully answered. If a question does not apply, please write does not apply in that space. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary. However, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Permit # _____ Date: _____ Non- Refundable Processing Fee: \$25.00
Rental Fee \$ _____ Deposit \$ _____

SECTION I Contact Information:

Person in charge of information submitted in application: _____
Organization represented: _____
Email address: _____
Phone (Home): _____ (Work): _____ (Mobile): _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Date of Birth: _____ Driver's License #: _____ State: _____

SECTION II Event Description:

Name of event: _____
Date(s) of event: _____
Time (s) of event: _____
Specific location of event: _____
Will your event use amplified sound? Yes _____ No _____
If yes, please state for what purpose: _____
Do you plan to serve food and beverage at the event? Yes _____ No _____

SECTION II Event Description cont.:

Describe food items that will be sold or distributed: _____

Will there be any cooking with grease? Yes _____ No _____

Will you be serving or selling alcohol? Yes _____ No _____

Expected number of participants: _____ Expected number of spectators: _____

Rain policy for event: _____

SECTION III Event Set Up:

Will tents be used for the event? Yes _____ No _____ How many: _____

Will any signs or banners be erected? Yes _____ No _____

Temporary signs are not allowed in town parks with the exception of within the structure you are renting.

Describe any power needs and location of power source: _____

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please use the back of the permit or separate sheet to draw a simple sketch showing streets to be closed, placement of tents, etc.

Date & time the event will begin: _____ Date & time the event will end: _____

Date & time set up will begin: _____ Date & time clean up/take down will end: _____

Will generators be used? Yes____ No____ List number, size and location: _____

Have arrangements been made for restroom facilities? Yes____ No ____ Locations: _____

Describe sanitation provisions (trash cans, event clean up, etc.) _____

Who is providing the above provisions? _____

SECTION IV Town Services:

Do you need the Town of Pendleton to provide the following services?

(Reimbursement to the Town will be required for these services)

Roll Carts: Yes_____ No_____ If yes, how many _____ Location(s) _____

Date & Time Roll Carts to be emptied _____

Date & Time Roll Carts to be picked up _____

Road Closure will begin: (date/time) _____ Roads opened at:(date/time) _____

Barricades: Yes_____ No_____ If yes, how many _____ Location(s) _____

Who will be responsible for placing the barricade(s)? _____

Will Town personnel be responsible for Street & Public Property Clean-up? Yes_____ No_____

SECTION V Revenue and Proceeds:

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source: _____

Is your organization a charity or non-profit organization: Yes_____ No_____

What is the name of your charitable or non-profit organization? _____

Will the proceeds benefit any organization? Yes_____ No_____

Name of Organization: _____

List location (cities) and dates of prior event held over the past five years: _____

SECTION VI Hospitality Tax:

The Pendleton Town Council has established a two (2%) Hospitality Fee on the purchase of prepared food and beverages (for immediate consumption or carry out) and on establishments licensed for on-premises consumption of alcoholic beverages, beer or wine. This fee does not apply to organizations that are exempt from collecting sales tax. A Hospitality remittance form is enclosed to assist you in collecting, reporting and remitting this fee.

Please provide a list, including, name of business, contact information, in which this section applies, at least 1 day before event occurs. Failure to do so will result in revoking of permit.

SECTION VII SAFETY & SECURITY:

What types of arrangements have been made for medical assistance if needed? _____

Number of Officers needed for crowd and traffic control? _____

Dates & Times for security to be on site: _____

Have you contracted for mechanical rides, space walks, or other attractions? Yes _____ No _____

If so, with what company? _____

List details, if any: _____

SECTION VIII Liability Insurance:

Does your event carry liability insurance listing the Town as co-insured? Yes _____ No _____

Name and address of liability insurance provider: _____

(Certificate of Insurance must be submitted prior to the event.)

SECTION VIII Signature and Approvals:

Hold Harmless Clause

Applicant/Organization hereby shall assume all risks incident to or in connection with the permitted activity 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 permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the Town of Pendleton harmless from any penalties for violations of law, directly or indirectly arising from its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

Applicant Signature: _____ Date: _____

Title: _____

**Return Application to:
Town of Pendleton
Administrator
310 Greenville Street
Pendleton, SC 29670**

Reviewed by: (If Applicable)

Comments:

Administration: Date: _____

Fire Marshal: Date: _____

Planning & Codes: Date: _____

Public Works: Date: _____

Police: Date: _____

APPROVED: _____ DENIED: _____

Town Administrator or Designee Date

HOSPITALITY REMITTANCE REPORTING FORM

Name and Address of Business: _____ Filing Period: Month _____
Year _____

_____ F.E.I. or S.S.

Name _____ Contact

Phone _____ Contact

COMPUTATION OF HOSPITALITY AMOUNT DUE

1. Hospitality Fee/Tax \$ _____ x .02 \$ _____
2. Plus Penalty on Delinquencies** \$ _____ x _____ x .05 + _____
Line 1 # of months late
3. **TOTAL AMOUNT DUE** = \$ _____

This return covers the period through the last day of the month and becomes delinquent after the 15th day of the following month.

In those months that the 15th day of the month falls on a weekend or Town holiday, the deadline will be on the next business day for the Town of Pendleton.

**PENALTY on delinquencies – a penalty of 5% (.05) for each month or portion thereof after the due date until paid.

I certify that all of the information stated above is true and accurate to the best of my knowledge and belief. I understand that the Town of Pendleton assesses penalties for making false or fraudulent statements on this reporting form.

Filed By: _____

Date: _____

Permit # _____

Return to: Town of Pendleton, Clerk/Treasurer, 310 Greenville St.
Pendleton, SC 29670.

Date permit approved _____

FEE COST FOR EVENT

Event Name: _____

Responsible Person: _____

Fees:

(TO BE COMPLETED BY TOWN STAFF ONLY)

Event Fee:.....\$ _____

0-12 persons= \$15.00 13-24 persons= \$25.00 25-48 persons= \$50.00
49-100 persons= \$100.00 100+persons= To be determined

Electricity:.....\$ _____

Security:.....\$ _____

Restrooms: (unlock/lock after hours).....\$ _____
Restrooms are open daily from 8am to 5pm, 7 days a week.

Clean Up:.....\$ _____

Traffic Control – Road Closure/Barricades:.....\$ _____

Extra Roll Cart(s):.....\$ _____

Other Event Fees:.....\$ _____

Description of Other Event Fees:

I have read and agree to the above additional fees.

Signature of Applicant

Date