



Town of Pendleton  
310 Greenville Street 646-9409 Phone  
Pendleton, SC 29670 646-5425 Fax  
[www.townofpendleton.org](http://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: \$30.00  
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.)**

**\*\*The Bride or Groom ONLY must request the use of the Village Green for Weddings. If they reside in the Town Limits of Pendleton it is a \$100 non-refundable rental fee. If they reside outside the Town Limits of Pendleton, it is a \$500 non-refundable rental fee\*\* (approved by Town Council 7/2008)**

**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. \_\_\_\_\_  
 # \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_  
 Name \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_  
 Phone \_\_\_\_\_

### 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. | <b>TOTAL AMOUNT DUE</b>         |          |         | = \$ _____       |         |

**This return covers the period through the last day of the month and becomes delinquent after the 15<sup>th</sup> day of the following month.**

In those months that the 15<sup>th</sup> 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:** \_\_\_\_\_

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

Permit # \_\_\_\_\_

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

**Ordinance No.: 08-04**

**“An Ordinance to Regulate Parades, Events, Block Parties, Performances and Filming”**

**Section 1.1 – Definitions**

*Beer* is defined as an alcoholic beverage of consumption obtained by the fermentation of a mash of various malted grains containing an amount of alcohol not exceeding five percent alcohol content by volume.

*Block Party* is defined as a private outdoor gathering of 15 or more people on a public street, sidewalk, park or town property, and which may involve the closure of a street. This may include games, rides, live or taped music and the distribution of food and beverages.

*Anderson County Sheriff's Office (ACSO)* is defined as ACSO as the agency that provides Law Enforcement for the Town of Pendleton.

*Town of Pendleton (Town)* means a representative of the Town of Pendleton represented by the town administrator or their designee to administer parade, event, block party, performance and filming permits.

*Event* is defined as any festival, concert, bike or foot races, walks, or other announced public gathering upon any public street, right-of-way or property of the town.

*Filming* is defined as any filming of movies, commercials, documentaries, and other motion pictures, video projects, or commercial photographs.

*Parade* means any parade, march, ceremony, show, exhibition, lecture, speech, entertainment, pageant, or procession of any kind or any similar display, demonstration, or conduct in or upon any public street, including sidewalk, park or other public place, in the town.

*Parade permit* means a permit required by section 1.2.

*Performance* means any public presentation, exhibition, fireworks display or appearance upon any public street, right-of-way, or property of the town.

*Private assemblage* is defined as a private indoor or outdoor gathering of any number of persons on public property or buildings which requires a town issued permit, reservation or permission of use.



*Service animals* are defined as animals that are individually trained to perform tasks for people with disabilities – such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

*Unit* is any animal, vehicle, conveyance, or person participating in a parade.

*Wine* is defined as an alcoholic beverage of consumption made by the fermentation of the juice of grapes, berries or other plants containing an amount of alcohol not exceeding 21 percent alcohol content by volume.

### **Section 1.2 Permit required.**

No person(s) or organization(s) is to engage, aid, form, start, host, organize, plan, coordinate, operate an event, party, parade, performance or filming on or requiring closure of town properties, streets, parks, right-of-ways, or other public properties unless a permit is obtained from the town. This section shall not apply to the following:

- 1) Funeral processions supervised by a licensed mortuary.
- 2) Any local, state or federal governmental agency acting in the scope of its authorized functions.

### **Section 1.3 Application for permit.**

- (a) A person or organization seeking the issuance of a parade, event, block party, performance or filming permit shall file an application with the Town of Pendleton. The Town Administrator may authorize a town official to enforce this section. Upon receipt of the application, the town official shall notify the appropriate staff members, who will make a recommendation to the town as expeditiously as possible.
- (b) An application and processing fee for any permit required by this section shall be made to the designated town office 30 days before the date on which the parade, event, block party, performance, or filming is to be conducted. The town, where good cause is shown, shall have the authority to consider any application which is filed less than 30 days before the date sought. The application shall be signed by the applicant and shall include but not be limited to the following:

- 1) The name, address and telephone number of the person or organization seeking to conduct such parade, event, block party, performance or filming.
- 2) The name, address and telephone number of the headquarters of the organization, and of the authorized and responsible head of the organization.
- 3) The date when the proposed parade, event, block party, performance or filming is to be conducted.
- 4) The route to be traveled, the starting point and the termination point or the area sought to be used or closed off for the parade, event, block party, performance or filming.
- 5) The approximate number of persons, vendors, animals and vehicles participating and the types of animals and a description of the vehicles.
- 6) The time when the parade, event, block party, performance or filming will start and terminate.
- 7) The location, by streets, of any assembly area and the time of such assembly for parades.
- 8) Provisions for sanitation facilities, crowd, noise, traffic control and parking.
- 9) A description of food and beverages to be sold or distributed.
- 10) The individuals or entity that will benefit, if revenue is anticipated to be generated by the activity.
- 11) Interval of space to be maintained between units of a parade.
- 12) Any additional information which a town official shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(c) The town shall issue a permit for a proposed parade, event, block party, performance or filming unless it finds that:

- 1) The conduct of the parade, event, block party, performance or filming will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- 2) The conduct of the parade, event, block party, performance or filming will require the diversion of so great number of police officers of the town to properly police the line of movement and of contiguous areas that adequate police protection can not be provided to the remainder of the town.
- 3) The concentration of persons, animals, equipment or vehicles at assembly points or other areas will substantially

interfere with adequate fire and police protection of or ambulance service to, areas near such areas, or will hinder the movement of firefighting equipment.

- 4) The conduct of the parade, event, block party, performance or filming is reasonably likely to result in violence to persons or property, causing serious harm to the public.
  - 5) The route has been requested recurring in the past year and is too disruptive to residents or business; or
  - 6) Any proposed use of public property, right-of-way, or facilities will interfere with the normal use of the property, right-of-way or facility by the town or the general public.
- (d) The town may require proof of public liability insurance in an amount equal to the town's liability under the Government Tort Claims Act of the state and require the execution of a hold harmless agreement to indemnify the town if the event is held liable for any injuries or damage as a result of the event.
- (e) The persons or organization shall be in compliance with all other applicable federal, state, local statutes, ordinances, licenses permits, rules or regulations.
- (f) The persons or organizations shall also comply with all directives and instructions in verbal or written form from the town administration, police, fire and public works personnel.
- (g) All tent and other temporary structures to be erected on the Village Green, shall be erected and removed on the day of the event unless prior arrangements have been approved by the town administrator. No vehicles are allowed on the Village Green.
- (h) Animals, such as, cats, dogs, etc...that are not service animals are **not** allowed on the Village Green during events.

#### **Section 1.4 Notice of action on application.**

- (a) The town shall act upon the application for a permit required by this article as expeditiously as possible, notifying the applicant by mail of the decision. If the application is disapproved, the reasons therefore shall be set forth in writing.
- (b) The town shall forward copies to the town administrator and each department head informing them of the review of the application and any provisions that need to be addressed by the applicant and included in the permit.

**Section 1.5 Approval of permit under alternative date, time, route or conditions.**

The town, in denying an application for a permit under this article, shall be empowered to authorize the conduct of the parade, event, block party, performance or filming date at a time or over a route and under different conditions from that requested by the applicant.

**Section 1.6 Denial and appeal of denial.**

Any person or organization aggrieved shall have the right to appeal the denial of a parade permit required by this article to the town administrator and if necessary to the town council. The appeal shall be taken within two days after notice in written form to the town administrator's office. The town council shall consider the appeal at the first regular council meeting following the appeal.

**Section 1.7 Public conduct.**

- (a) No person shall unreasonably hamper, obstruct, impede or interfere with any parade, event, performance or filming or with any person, vehicle or animal participating or used in the event.
- (b) No driver of any vehicle shall drive between the vehicles or persons comprising a parade when such vehicles are in motion and are conspicuously designated as parade, nor shall any driver drive around or through any event or properly designated or barricaded area.
- (c) No driver or passenger of any vehicle shall throw food, candy or any item from vehicles participating in any parade.
- (d) Anderson County Sheriff's Office shall have the authority to prohibit or restrict the parking of vehicles along a street or area properly designated or posted for a parade, event, performance or filming and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.
- (e) No glass bottle containers may be sold or distributed on the public right-of-way and no patron may carry a glass bottle container on the public right-of-way during a parade, event, performance or filming. It shall be unlawful for any vendor to sell beverages in glass containers for off-premises consumption at parades or events.

**Section 1.8 Payment of costs of services and equipment provided by the town.**

- (a) The town administrator may impose reasonable fees and requirements upon the applicant as necessary to cover the costs of public services and equipment provided by the town for the event.
- (b) A bond may be required to cover the cost of labor and equipment if the event fails to take place without cancellation of 24 hours notice. Forfeiture of the bond will not apply if inclement weather, disaster or other unforeseen event not in the permittee's control.

**Section 1.9 Security.**

The applicant must provide adequate security for the event as directed by Anderson County Sheriff's Office. The applicant may be required to hire approved security enforcement officers to provide security and insure public safety.

**Section 1.10 Road closures.**

- (a) Blocking of all, or a portion of a street, will require a traffic control plan approved by ACSO. The applicant will be responsible for placing and removing barricades, unless prior arrangements have been made with ACSO or public works department.
- (b) If blocking a street is necessary, the applicant must provide notification to all adjacent businesses and residents of the date and time of the event with a detail description of the roads to be closed no more than ten (10) days and no less than (5) five days before the event.

**Section 1.11 Food, beverage, and litter control.**

- (a) No glass containers will be permitted on town property or streets. Beverages must be served in paper or plastic containers.
- (b) Procedures and logistics for serving alcoholic beverages must be submitted with the permit application. Procedures and logistics shall include but are not limited to: location, hours of operation, locations with site diagram, security procedures (volunteer uniform staffing, ID checking and dispensing operations), enclosure requirements, parking locations for beer trucks, etc. The service of and consumption of alcoholic beverages must comply with all South Carolina Alcohol Beverage Control Commission regulations. The town reserves the right to revoke the permit or require the

applicant to discontinue alcohol sales whenever the consumption of alcohol by participants becomes excessive or when over a period of time participants regularly demonstrate obnoxious, loud, abusive or other inappropriate behavior following events.

1. Permits allowing the use or consumption of "alcoholic liquors" may not be considered for any public property. Permits may be considered for the use and consumption of "beer" and/or "wine" only.
2. Permits allowing use of alcohol or alcohol consumption may not be considered for public properties other than the Village Green.
3. Applicant must post signs stating that alcohol beverages are prohibited beyond the approved permitted area and that underage drinking is prohibited. Signs must be posted adequately designating the approved permitted area.
4. All participants consuming alcohol must wear a designating item to identify that they are of legal drinking age.
5. All alcohol use must end 30 minutes before the permittee's ABC license expires or the conclusion of the event, whichever comes first.
6. The maximum time period for serving beer and/or wine is four hours per day per event.

(c) Arrangements must be made with the public works department by the permittee for trash containers and procedures to clean the streets. Clean-up must begin immediately at the conclusion of the event.

(d) Vendors must obtain the appropriate licensees and permits from the Town of Pendleton, DHEC and any other appropriate department and observe all regulations.

### **Section 1.12 Hours of operation.**

Hours of operation shall not begin before 10:00am nor extend beyond 10:00pm. The maximum time period for serving beer and/or wine is four hours per day per event. The town administrator may approve adjustments to operating hours based upon individual circumstances.

### **Section 1.13 Discrimination.**

Events held on town property must not discriminate on the basis of race, religion, color, national origin, sex, disability or age.

**Section 1.14 Enforcement and Penalty.**

Violations of this ordinance, which are determined by the town administrator or there designee, to constitute a public health and safety hazard, shall be grounds for revocation of the event permit. Upon such revocation, all activities associated with the event shall be immediately terminated.

**INTRODUCED AND READ** in Council duly assembled the \_\_\_\_\_day of \_\_\_\_\_, 2008.

**ADOPTED, ENACTED, AND ORDAINED** into an ordinance at second and final reading the \_\_\_\_\_day of \_\_\_\_\_, 2008.

Mayor \_\_\_\_\_

Council:

Ward 1 \_\_\_\_\_

Ward 2 \_\_\_\_\_

Ward 3 \_\_\_\_\_

Ward 4 \_\_\_\_\_

Municipal Clerk: \_\_\_\_\_

*Signatures on file at Town Hall in Ordinance Book.*