



Special Events Information

Individuals, organizations and agencies wishing to conduct public gatherings on City of Anderson property are required to obtain an event permit in advance. Special Event Permits must be obtained for the following events and any like activities whenever held on City-owned property or on public rights of way within the City:

Block Parties	Sporting Events	Family Reunions	Filming
Car Shows	Carnivals	Ceremonies	Festivals
Concerts	Park Events	Performances	

It is always best to discuss your proposed event prior to filling out the application to determine how well the Special Event fits the City's strategic plan and public purpose objectives for Special Events in Anderson.

If your activity is a parade, walk or run that requires road closures and no other city service you fill out a Parade Assembly Application which can be obtained by contacting Lt. Kevin Warren at 844-1558 or kwarren@cityofandersonsc.com.

APPLICATION GUIDELINES

If you have any problems in completing the application electronically, please contact Mary Haley Thompson at MThompson@CITYOFANDERSONSC.COM for further instruction or assistance.

The organizer of a special event must fill out the application and return it to the Special Events Office NOT LESS THAN 15 BUSINESS DAYS PRIOR TO THE START OF THE EVENT. A non-refundable application fee of \$25 will be charged to cover the cost of processing. Other charges may be made for additional City services.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described on the application may result in immediate revocation of the permit.

City of Anderson events have priority in use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Manager uses in deciding on the issuance of a permit as set forth below.

Permittees who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

Special Event permits will not be issued for a time period of more than sixty (60) days. Extensions may be issued at the discretion of the City after an evaluation of the event during the sixty day period.

In order to insure the public safety and protection of the City of Anderson, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, the City of Anderson may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the City due to weather, infrastructure requirements, repair to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a permit may require additional conditions and time limitations.

EVENT REQUIREMENTS

The following requirements apply to events held on City property:

1. **Security:** The applicant must provide adequate security for the event, as directed by the Anderson Police Department. Applicant may be required to hire sworn off-duty law-enforcement officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Anderson Police Department procedures and be approved by the Chief of Police. Off-duty City of Anderson Police Officers may be available. For additional information, please contact our Security Coordinator at 864-231-2200.

2. Litter Control: The applicant will be responsible for removal of all litter and debris from City property immediately after the event. Permittee is responsible for all costs should the City be required to clean following the event.
3. Beverages: No bottles or cans will be permitted on City property. Beverages must be served in paper or plastic cups.
4. Noise: Permission to include music or amplified sound, including megaphones, as part of a special event may be given. The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of the permit.
5. Tents: Applicant must contact the Building Department at (864) 231-2217 to obtain a permit to put up a tent requiring inspection by the Fire Department. A copy of the certificate of flame retardancy and a site plan showing the location of the tent(s) will need to be provided.
6. Mechanical Rides/Attractions: Applicant must contact the Building Department at (864) 231-2217 for electrical approval and compliance with City adopted codes.
7. Insurance and Liability Requirements: Applicant assumes 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. Permittee expressly agrees to defend and save the City, its officers, agents, employees, and representatives and hold the City harmless from any penalties for violation of law, ordinance, or regulation affecting 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 of applicant or its officers, agents and employees. **General liability insurance in the amount of \$1,000,000 naming the City of Anderson as an additional insured will be required for events held on property owned or controlled by the City. If alcohol is to be sold or served at the event liquor liability insurance in the amount of \$1,000,000 naming the City of Anderson as an additional insured will be required.**
8. Temporary Wiring and Generators: Applicant must contact the Building Department at (864) 231-2217 to obtain necessary permits and inspections. Use and locations of generators must be approved by the Special Events Bureau prior to the event.
9. Signs and Banners: Applicant must apply to the Zoning Administrator for a permit in order to hang temporary signs or banners. Contact the Zoning Administrator at (864) 332-5716.
10. Alcohol: Procedures and logistics for serving alcoholic beverages must be submitted with the Special Event Permit Application. These should include, but are not limited to: location, hours of operation, locations with site diagram, security procedures (volunteer and uniform staffing, ID checking, and dispensing operations), enclosure requirements, parking locations for beer trucks, etc. Consideration will also be given to whether alcohol sales create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the City as part of the Special Event Permit. However, such service must comply with all South Carolina Alcohol Beverage Control Commission regulations. The City 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, or other inappropriate behavior following events.
 - Applicant must post signs stating that alcohol is prohibited beyond the approved permitted area and that underage drinking is prohibited. Signs must be at least 11"x 17" and posted at eye level at each entrance and exit.
 - All participants consuming alcohol must wear a City of Anderson arm band to identify that they have been screened by event staff and determined to be of legal drinking age.
 - All alcohol sales must end fifteen (15) minutes before permittee's ABC license expires.
 - Any event wishing to sell beer or wine is required to utilize the City of Anderson wristband procedure (see attached).
11. Road Closures: Blocking of all or a portion of a street will require a traffic control plan approved by the City Police Department and Traffic Division. The event organizer will be responsible for placing and removing the barricades, unless prior arrangements have been made with the Traffic Engineering Division. All barricades used must be of such height, weight, and durability as to serve the intended purpose and receive approval to their effectiveness from the Traffic Engineer or his designee.
 - A minimum of three (3) barricades must be placed at each end of the street (or block) being closed. Barricades must be approved by the City Traffic Engineering Division.
 - If blocking a street is necessary, applicant must provide public notification to all adjacent businesses and residents of the date and time of the event with a detailed description of the roads to be closed no more than ten days and no less than five days before the event. A copy of the notification must be submitted to the Special Events Office.
 - Permittee must maintain a twelve (12) foot lane on all blocked road for emergency vehicle access.
12. Care of Property and Equipment: All property and equipment belonging to the City, including but not limited to vehicles, roads,

buildings and landscaping, and located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property.

13. Food Service: An applicant having any food service must contact the South Carolina Department of Health and Environmental Control (864)260-5585 for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal.
14. Vendors: All vendors at the special event, of which names are provided in the permit application, are licensed under the special event's business license which is valid *only* for the duration of the permitted event. This is the responsibility of the event not the individual vendors.
15. Supervision: Applicant must provide sufficient adult supervision to insure the safety of participants, onlookers, and property. Name of the supervisor must be submitted to the Special Events Office. The supervisor must be present at the event from set-up to tear-down.
16. Location: The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. Adequate parking for event participants must be available. The event must be planned with due regard to safety. It must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.
17. Discrimination: Events held on city property must not discriminate on a basis of race, sex, national origin, color, or creed.

Except as provided by law, the City of Anderson is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. The City Manager, in deciding whether to issue a permit, and in resolving possible conflicts between applicants, will consider the following points:

- The number of participants.
- The appropriateness of City property for the intended use.
- The likely impact on City property of the Special Event.
- Anticipated traffic conditions.
- Adequacy of adult supervision for minors.
- The availability of City personnel whose presence may be required.
- The adequacy of public property at the proposed location.
- Probable impact upon the ordinary and customary uses of nearby properties.
- Whether the proposed Special Event is duplicative of events offered by the City of Anderson or another organization within the same time frame.
- How well the Special Event fits the City's strategic plan and public purpose objectives for Special Events in Anderson.
- How well the Special Event encourages tourism or enhances the quality of life of the Anderson community, and whether the community derives economic benefit from the event.
- Whether the Special Event provides the Anderson community with positive local, regional, and national media exposure.
- Whether the Special Event business plan shows a likelihood of economic viability.
- This listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations.

If the permit is approved, the applicant shall be subject to all City, State, and Federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. **Permittee must have the permit on site at the time of the event.**

18. Business License: For-profit organizations and/or for-profit vendors participating in the event are required to obtain a business license from the City of Anderson Business Office. The event organizer may purchase a single license to cover all vendors, provided all gross sales from vendors are reported. Please contact the City of Anderson Business License Office at (864) 231-2213 for more information. For Additional Information/Questions: Contact the Special Event Office at (864) 231-2200.

Permit # _____
Date: _____

Special Events Permit Application

This application must be completed and forwarded to the Special Events Office NOT LESS THAN 15 BUSINESS 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 since most events result in several different activities. 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 the Special Events Application 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.

Name of Event:		
Date(s) of Event:		
Times of Event:		
Specific Location of Event:		
Person in Charge of Event (Applicant):		
Organization Represented:		
Email:	Phone:	Work:
Street Address:		
City:	State:	Zip Code:
Date of Birth:	Driver's License #	
Is your organization a charity or non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and Federal ID number of charitable or non-profit organization:		
Do you anticipate servicing or selling alcohol during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be using amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what will it be used for:		
Does your event carry general liability insurance listing the City as co-insured? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your event carry liquor liability insurance listing the City as co-insured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Expected attendance per day:	Actual attendance per day previous year:	
Expected attendance-entire event:	Actual attendance previous year-entire event:	
This is a _____ event to be held on _____ property. (private/public) (private/public)		

Event Description:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.). Please attach a simple sketch of the event site on a separate sheet of paper.

Event start-time: _____

Event end-time: _____

Event set-up time: _____

Event clean-up/take-down time: _____

Road Closure will begin at: _____

Roads Opened At: _____

Event Setup:

Will tents be used for the event? _____ List quantity and location(s): _____

Please describe the size and type of tents: _____

Will any signs or banners be erected? yes no If yes, please contact the Zoning Administrator at (864) 332-5716.

Will you need any assistance from City staff for placement of the signs or banners? yes no

If so please list size and locations: _____

Describe any power needs and location of power source: _____

Will generators be used? yes no List number, size, and location _____

Have arrangements been made for restroom facilities? yes no Location(s): _____

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source?
(Special Event Vendor Permits may be obtained from the Special Events Bureau.)

Organization's revenue is obtained through vendor registration fees, alcoholic beverage sales and a percentage of children's rides receipts.

Will the proceeds benefit any organization? yes no Name of organization: _____

Describe food items that will be distributed or sold at event: _____

Will there be any cooking with grease? yes no

Describe Sanitation Provisions (restroom facilities, trash cans, event clean-up): _____

Who is providing the above provisions? _____

City Services: Do you need the City of Anderson to provide the following?

(NOTE= Reimbursement to the City may be required for these services.)

Roll Carts: yes no How many? _____ Locations? _____

Date & Time for Roll Carts to be Emptied? _____ Date & Time for Roll Carts to be picked up? _____

Barricades: ___ *yes* ___ *no* How many locations ? _____ Location? _____

Who will be responsible for placing barricades? _____

Will City personnel be responsible for Street and Public Property Clean-up? ___ *yes* ___ *no*

Alcohol *(See Alcohol Regulations. For information on state license requirements, call 864-270-6292).*

How many participants under the age of 21 do you expect? _____

Are you selling ___ or giving alcohol away ___? (Please check one)

Times you will be selling/serving alcohol: _____ AM/PM to _____ AM/PM

Who will be serving/selling alcohol? _____

Name of insurance company providing insurance for the event naming the City of Anderson as additional-insured, with \$1,000,000 liquor liability insurance. (A copy of the policy must be provided before an event permit is issued)

Have you applied for a South Carolina temporary ABC permit? ___ *Yes* ___ *No*

Safety and Security: *(to be reviewed by Police Department)*

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

Applicant may be required to hire sworn off-duty law-enforcement officers to provide security to insure public safety. Cost for security is \$25 per hour for minimum (3) hours.

Number of Officers needed in addition to City-determined safety and crowd control needs: _____

Dates & Times for Security to be on site? _____

Have you contracted for mechanical rides, space walk, or other attractions? ___ *yes* ___ *no*

If so with what company? _____

List details, if any: _____

Event Information:

Rain Policy for Event: _____

List locations (cities) and dates of prior events held over the past five years:

For coordinating purposes, police officials can best contact the Chairperson during the event at:

(Location) (Phone Number) (Cell Phone)

HOLD HARMLESS CLAUSE:

Permittee/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 permittee's operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting 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 of permittee or its officers, agents and employees:

Applicant's Signature: _____ Date: _____

ACKNOWLEDGEMENT:

I acknowledge that I have read and do fully understand the Special Event Alcohol Control Policy and the Alcohol Control Wristband Procedure (pages 9 and 10 of this packet) and agree to comply with the guidelines:

Applicant's Signature: _____ Date: _____

Return Application to: Special Event Office, City of Anderson, 401 South Main St., Anderson, SC 29621

Event Checklist:

The following items must be submitted in order for your permit to be processed.

____ Completed Permit Application

____ Check made out to The City of Anderson for the \$25 application fee.

____ A sketch or diagram of the event and/or roads to be closed.

____ General liability insurance policy in the amount of \$1 million dollars listing the City of Anderson as additional insured.

The following items must be submitted if alcohol is being served or sold and before wristbands and a permit will be issued.

____ Liquor liability insurance policy in the amount of \$1 million dollars listing the City of Anderson as additional insured.

____ Copy of ABC permit

Special Events- Alcohol Control Policy

All event organizers and restaurants are required to be familiar with and follow the guidelines when participating in special events where alcoholic beverages will be permitted. It is understood that responsibility for fully meeting these requirements during an event rests with the event organization or restaurant serving alcohol within a permitted event area.

1. Hard alcohol (liquor) may not be present, possessed, consumed, and/or served at any permitted special event. *City Code Section 10 provides, "The serving and consumption of alcoholic beverages on city sidewalks and public property is limited to beer and wine."* It is against SC State law to have liquor drinks on public property. Liquor drinks are NOT permitted under any circumstance. Violators are subject to prosecution.
2. The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol allowed in the event site before this designated time. All alcohol must be removed by the conclusion of the event. The event organizers and all participating restaurants must discontinue alcohol distribution within the event site at a minimum of 15 minutes prior to the end of the event. All alcohol must be cleared from the event site at the end of the event.
3. At no other time may alcohol be present, possessed, served, and consumed in the public area. Restaurants are required to ascertain the event hours for compliance.
4. Event organizers must display signs stating the requirements pertaining to alcohol service and consumption. Serving hours must be posted at all serving locations.
5. The event organizers must fence off the event area to restrict participants from leaving the area with alcoholic beverages. Signs informing participants that alcoholic beverage are prohibited on City streets and sidewalks beyond the boundary of the event permit area must be posted.
6. Any consumption of alcohol by employees, workers and volunteers etc. selling the alcohol is strictly prohibited.
7. There shall be no glass/plastic bottles or cans served during the event. The contents of any beer or wine served or sold in bottles or cans must be poured into clear plastic. Alcoholic beverages shall be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
8. No more than two alcoholic beverages shall be sold to a customer at a time.
9. Monitors will be present at all events where alcohol is dispensed. Their function is to guarantee that those within the event area are wearing a valid wristband. It is the responsibility of the restaurant to make certain no one leaves their premises without a valid wristband.
10. It is a violation to sell liquor, beer or wine to an intoxicated person ('61-5-30, '61-9-410). Those arriving in an intoxicated condition, even if of legal age, must be denied alcohol.
11. It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer or wine. (Regulation 7-9, 7-31).
12. It is unlawful to advertise, sell, or dispense beer, wine or liquor for free, for less than ½ of your regular price, or two or more for the price of one. You may reduce beer, wine and liquor prices only between 4:00 PM and 8:00 PM. (61-13-875).



Alcohol Control - Wristband Procedure

Any event organizer or restaurant wishing to sell beer or wine on public property during an event is required to utilize the City of Anderson wristband procedure as outlined below.

1. When an organization receives an event permit indicating that the event will permit alcoholic beverages, the City of Anderson Special Events Office will issue a specific colored series of sequentially numbered wristbands to the event organizers and any participating restaurants within the event site. The City Police Department will be advised of the assigned wristband color and sequential numbers.
2. For multi-day events a different color wristband will be used each day.
3. Anyone 21 years of age or older wishing to consume alcohol on public property must be wearing the colored, sequentially numbered wristband assigned to the special event in order to be served alcohol. Patrons 21 years of age or older wishing to consume alcohol must present a valid state ID Card and a valid driver's license to receive a valid wristband. Wristband sellers will be asked to ID the person; however **the final responsibility for abiding by ABC laws** lies with the beer server.
4. Only wristbands purchased from the City at the uniform price of fifty cents each can be used. All wristbands must be sold by the event organization/participating restaurant at the uniform price of one dollar (\$1.00). Event organizers/participating restaurants will be charged .50 for each wristband used. Wristbands can be purchased from the City of Anderson Special Events office, City Hall, Monday – Friday, 8:30 AM – 4:30 PM. Please call (231.1134) to inform us how many wristbands you need 24 hours in advance of pick up time.
5. Identification Checking/ Wristband Distribution Station must be available throughout the event site.
6. All unused wristbands must be submitted to the City of Anderson Special Events Office by 12:00 noon within two business days from the close of the event for full amount reimbursement. The unused wristband sequential numbers must match identically the wristband distribution log.
7. Event patrons who are not wearing a valid colored, sequentially numbered wristband assigned to the special event by the City of Anderson Special Events Office, and who are in possession and/or consuming alcohol beverages will be charged with a violation of the alcohol policy.
8. The City of Anderson Special Events Office and Anderson Police Department will conduct random checks of all events selling wristbands to check for compliance.