



SPECIAL EVENT PERMIT APPLICATION

The organizer of a special event must fill out the application and return it to the Town Hall no less than thirty (30) days prior to the start of the event.

A non-refundable application fee will be charged based on the attached fee schedule (page 12) to cover the cost of processing. Other charges may be made for additional town services.

Individuals, organizations, and agencies wishing to conduct public gatherings on Town of Hemingway property or on public rights-of-way within the town are required to obtain a permit.

Any misrepresentation on this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit. All questions must be fully answered since most events result in several different activities. Please type or print the information clearly. You may attach additional sheets if necessary.

Town of Hemingway events have priority in use of any town property or right-of-way. Other applications for special event permits are processed in order of receipt, and the use of areas are generally allocated in the order in which fully executed applications are received, and in accordance with considerations the Town Administrator uses in deciding on the issuance of a permit as set forth below.

Applicants 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.

To ensure the public safety and protection of the Town of Hemingway, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two (2) or more events, the Town of Hemingway may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the Town due to weather, infrastructure requirements, and 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.

The Town Administrator or his designee shall have the authority to consider any application which is filed less than (30) days before the date sought. An application for any permit required by this section shall be made to the town official, accompanied by a nonrefundable processing fee in accordance with the schedule of permit fees.



TOWN OF HEMINGWAY
SPECIAL EVENT
PERMIT APPLICATION

Permit # _____
Approval Date: _____
Non-Refundable Fee: _____

I. GENERAL INFORMATION

NAME OF SPECIAL EVENT AND LOCATION: _____

APPLICANT NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

WORK PHONE: _____ FAX: _____

CELL PHONE: _____ EMAIL: _____

SPECIAL EVENT WEBSITE IF APPLICABLE: _____

II. DESCRIPTION OF SPECIAL EVENT

PROVIDE A BRIEF DESCRIPTION AND PURPOSE OF THE SPECIAL EVENT: _____

MARK COMPONENTS OF SPECIAL EVENT:

- | | | |
|----------------------|-------------------|--------------------------|
| ROAD CLOSURES | TRAFFIC CONTROL | PARKING |
| SECURITY | AMPLIFIED SOUND | LIVE MUSIC |
| PORTABLE RESTROOMS | RETAIL VENDORS | FOOD VENDORS |
| SIGNS & BANNERS | TENTS OR CANOPIES | STAGE OR BLEACHERS |
| NEED FOR ELECTRICITY | NEED FOR WATER | ADMISSION FEE |
| ANIMALS | BARRICADES | INFLATABLES/JUMP CASTLES |
| OTHER: _____ | | |

ESTIMATED ATTENDANCE: PARTICIPANTS _____ SPECTATORS _____ VOLUNTEERS _____

III. DATE AND TIME OF SPECIAL EVENT

SETUP	DAY/DATE _____	START TIME _____	END TIME _____
DAY 1	DAY/DATE _____	START TIME _____	END TIME _____
DAY 2	DAY/DATE _____	START TIME _____	END TIME _____
DISMANTLE	DAY/DATE _____	START TIME _____	END TIME _____

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO YOUR EVENT.

IV. TYPE OF SPECIAL EVENT

CIRCLE THE TYPE OF SPECIAL EVENT YOU PLAN TO HOLD:

FESTIVAL-A STATIONARY SPECIAL EVENT ON PUBLIC STREETS, SIDEWALKS, TRAILS AND/OR A PUBLIC PLACE, HELD ONE DAY OR MORE AND INCLUDES FESTIVALS, FAIRS, CARNIVALS, RALLIES, CONCERTS, AND SPORTING EVENTS.

PARADE, PROCESSION OR MARCH-AN ORGANIZED GROUP MARCHING OR IN PROCESSION, WHETHER ON FOOT, ANIMAL, OR VEHICLE, HELD ON PUBLIC STREETS, SIDEWALKS, TRAILS, AND/OR A PUBLIC PLACE.

BIKE OR WHEELED RACE-A BIKE OR WHEELED RACE HELD ON PUBLIC STREETS, SIDEWALKS, TRAILS OR A PUBLIC PLACE.

FOOT RACE OR WALK-A FOOT RACE OR WALK HELD ON PUBLIC STREETS, SIDEWALKS, TRAILS, AND/OR A PUBLIC PLACE

COMMERCIAL FILM OR PHOTOGRAPHIC ACTIVITES- A MOVIE, COMMERCIAL, OR FASHION INDUSTRY PHOTOGRAPHY ON PUBLIC PROPERTY OR IN A PUBLIC RIGHT-OF-WAY.

PRIVATE PARTY OR BLOCK PARTY-A PRIVATE SPECIAL EVENT.

V. SPECIAL EVENT PLAN

SAFETY AND SECURITY

THE SPECIAL EVENT APPLICANT SHALL BE REQUIRED TO PROVIDE ADEQUATE SECURITY FOR THE SPECIAL EVENT AS DIRECTED BY THE CHIEF OF POLICE.

APPLICANT MAY BE REQUIRED TO HIRE SWORN OFF-DUTY TOWN OF HEMINGWAY POLICE OFFICER OR HIRE PRIVATE SECURITY APPROVED BY THE CHIEF OF POLICE TO PROVIDE SECURITY AND ENSURE PUBLIC SAFETY.

- COST OF OFF-DUTY TOWN OF HEMINGWAY POLICE OFFICERS IS \$30.00 PER HOUR PER OFFICER FOR A MINIMUM OF TWO HOURS.
- COST OF PRIVATE SECURITY IS SET BY THE APPLICANT’S SELECTED SECURITY COMPANY. A POLICE SECURITY AGREEMENT MUST BE SIGNED AND SENT TO THE TOWN HALL PRIOR TO THE SPECIAL EVENT PERMIT.

SOME COMPONENTS THAT MAY REQUIRE SECURITY:

- SPECIAL EVENT AREA SECURITY
- ROAD CLOSURE SECURITY
- SPECIAL EVENT SECURITY
- MONEY HANDLING SECURITY
- GATE SECURITY
- STAGE SECURITY

TRASH AND RECYCLING REMOVAL PLAN

DO YOU HAVE A CLEAN-UP, SANITATION AND RECYCLING REMOVAL PLAN? YES NO
IF YES, PLEASE DESCRIBE:

FOR MORE INFORMATION ON RECYCLING OPTIONS AT SPECIAL EVENTS, CONTACT PUBLIC WORKS DEPARTMENT AT 843-558-2824.

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO YOUR EVENT.

ROLL CARTS ARE AVAILABLE FROM THE PUBLIC WORKS DEPARTMENT AT \$20 PER CART.
WOULD YOU LIKE ROLL CARTS? NO YES HOW MANY? _____

DELIVERY LOCATION: _____

*APPLICANTS ARE RESPONSIBLE FOR CLEANING AND RESTORING THE SITE AFTER THE SPECIAL EVENT. CLEANUP SHOULD BEGIN WITHIN ONE HOUR AFTER THE SPECIAL EVENT IS CONCLUDED AND CONTINUE UNTIL COMPLETED. SITE MUST BE CLEARED WITHIN 72 HOURS OF THE CONCLUSION OF THE SPECIAL EVENT.

NOTE: THE COST OF THE TOWN OF HEMINGWAY EMPLOYEE OVERTIME INCURRED BECAUSE OF AN APPLICANT'S FAILURE TO CLEAN AND RESTORE THE SITE FOLLOWING THE SPECIAL EVENT WILL BE BORNE BY APPLICANT.

TENTS, STAGES, INFLATABLES AND SIGNAGE

IF YOU PLAN TO COOK UNDER ANY TENTS, PLEASE CONTACT THE TOWN OF HEMINGWAY FIRE DEPARTMENT FOR DIRECTION.

WILL TENTS OR CANOPIES BE USED DURING THE SPECIAL EVENT? YES NO
IF YES, LIST NUMBER, TYPES AND SIZES OF TENTS/CANOPIES: _____

WILL INFLATABLES (I.E. JUMP CASTLES) BE USED DURING THE SPECIAL EVNET? YES NO
IF YES, LIST NUMBER OF INFLATABLES, TYPE, SIZE, SQUARE FOOTAGE AND LOCATION.

WILL SIGNS OR BANNERS BE HUNG ON SITE? YES NO
IF YES, LIST NUMBER, SIZE, LOCATION AND MATERIAL: _____

FOR A SIGN PERMIT, PLEASE ASK FOR DIRECTION FROM TOWN HALL.

VENDORS

DOES THE SPECIAL EVENT INCLUDE RETAIL OR FOOD VENDORS? YES NO

IF YES, PLEASE PROVIDE A LIST OF VENDORS WITH THEIR BUSINESS LICENSE NUMBER FROM THE TOWN. IF THEY DO NOT HAVE A CURRENT BUSINESS LICENSE, THEY WILL NEED TO PURCHASE A LICENSE.

DEFINATION: PERSONS OR BUSINESSES ENGAGED IN ANY "CALLING, OCCUPATION, PROFESSION OR ACTIVITY WITH THE OBJECT OF GAIN, BENEFIT OR ADVANTAGE, EITHER DIRECTLY OR INDIRECTLY" ARE REQUIRED TO PURCHASE A TOWN OF HEMINGWAY BUSINESS LICENSE. LICENSES WHICH ARE BASED ON GROSS INCOME PURSUANT TO SC STATE LAW.

FORMS AND ORDINANCES FOR BUSINESS LICENSE AND HOSPITALITY TAX MAY BE FOUND ON THE TOWN OF HEMINGWAY'S WEBSITE AT WWW.TOWNOFHEMINGWAY.WEEBLY.COM. IF YOU HAVE ANY QUESTIONS, YOU MAY CALL 843-558-2824.

PERSONS SELLING PRODUCTS ARE ALSO REQUIRED TO HAVE A SC RETAIL SALES TAX LICENSE. QUESTIONS REGARDING THE SC RETAIL LICENSE MAY BE DIRECTED TO THE SC DEPT. OF REVENUE AT 844-898-8542.

PREPARATION AND SALE OF FOOD REQUIRES A SCDHEC LICENSE.

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO YOUR EVENT.

LIST EACH VENDOR, TYPE, AND IF FOOD RELATED COOKING METHOD AND DISPOSAL METHOD OF FOOD OR COOKING OILS (LIST MAY ALSO BE ATTACHED TO APPLICATION):

VENDOR	TYPE	COOKING METHOD	DISPOSAL METHOD

*NOTE: FOR EACH COOKING LOCATION, THE TOWN REQUIRES A K TYPE FIRE EXTINGUISHER AND VISUAL INSPECTION BY THE TOWN OF HEMINGWAY FIRE MARSHAL.

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.

AMPLIFIED SOUND

CHAPTER 15 SECTION 15-41 OF THE CODE OF THE TOWN OF HEMINGWAY MAY RESTRICT THE VOLUME OF SOUND AND/OR MUSIC AT ANY SPECIAL EVENT. AMPIFIED SOUND AND/OR MUSIC MUST STOP AT 11:00 P.M. THE TOWN OF HEMINGWAY SPECIAL EVENTS COMMITTEE RESTRICTS AMPLIFIED SOUND AND/OR MUSIC TO 65 DBA ON ALL TOWN OF HEMINGWAY PROPERTY.

WILL THE SPECIAL EVENT HAVE AMPLIFIED MUSIC OR SOUND? YES NO

PLEASE DESCRIBE TYPE OF AMPLIFIED SOUND AND START AND FINISH TIMES:

PORTABLE RESTROOMS AND SINKS

PORTABLE RESTROOM FACILITIES MUST BE PROVIDED WHICH INCLUDE ADA ACCESSIBLE THAT WILL BE AVAILABLE DURING THE SPECIAL EVENT. THE TOWN OF HEMINGWAY RECOMMENDS ONE CHEMICAL TOILET FOR EVERY 150 PEOPLE ESTIMATED TO ATTEND THE SPECIAL EVENT.

DO YOU PLAN TO PROVIDE PORTABLE RESTROOM FACILITIES AT YOUR SPECIAL EVENT? YES NO

HOW MANY? _____ NUMBER OF ADA ACCESSIBLE? _____

COMPANY PROVIDING RESTROOMS: _____

EQUIPMENT SETUP DATE AND TIME: _____

EQUIPMENT PICKUP DATE AND TIME: _____

IF NO TOILETS WILL BE PROVIDED, PLEASE EXPLAIN:

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.

USE OF RECREATION AND PARK AREA LIGHTING AND RESTROOMS

WILL PUBLIC RESTROOMS BE NEEDED? YES NO
 IF YES, A \$25.00 NON-REFUNDABLE FEE WILL BE ADDED.

WILL LIGHTING IN RECREATION AND PARK AREA BE NEEDED? YES NO
 IF YES, A \$50 PER HOUR NON-REFUNDABLE FEE WIL BE ADDED. HOW MANY HOURS WILL YOU NEED THE LIGHTING? _____

SPECIAL EVENT SCHEDULE

PROVIDE A DETAILED SCHEDULE OF THE SPECIAL EVENT INCLUDING DATES AND TIMES FOR ACTIVITIES OR ACTIONS, DESCRIPTION OF ACTIVITIES, PARTY RESPONSIBLE FOR ACTIVITY, AND CONTACT INFORMATION FOR THE DAY OF THE SPECIAL EVENT.

IF THE ACTIVITY WILL TAKE EXTENDED TIME FOR SETUP OR BREAKDOWN, PLEASE INCLUDE DETAILS WITH TIMELINES, LOCATIONS, AND WHERE STREETS OR PUBLIC PROPERTY WILL BE IMPACTED.

DATE/TIMES	WHAT AREA WOULD YOU LIKE TO RESERVE?	ACTION/ACTIVITIES	RESPONSIBLE PARTY	CONTACT INFORMATION

*NOTE: PLEASE ATTACH ADDITIONAL SHEET IF MORE SPACE IS NEEDED TO LIST ACTIVITIES.

PUBLIC SAFETY ISSUES

CRISIS MANAGMEENT CONTACT INFORMATION

EACH SPECIAL EVENT IS REQUIRED TO SUBMIT 24-HOUR EMERGENCY CONTACT INFORMATION FOR PRIMARY CONTACTS. FOR TOWN-SPONSORED SPECIAL EVENTS, THE POLICE DEPARTMENT WILL CREATE AN OPERATIONAL PLAN FOR ALL MAJOR SPECIAL EVENTS.

PRIMARY CONTACT NAME: _____

PHONE NUMBER: _____ MOBILE NUMBER: _____

ADDRESS: _____

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.
FIRE SAFETY INFORMATION

WILL THE SPECIAL EVENT HAVE ANY HAZARDOUS OR FLAMMABLE MATERIALS, SUCH AS PROPANE, BUTANE, GASOLINE, DIESEL TANKS, OR HELIUM TANKS? YES NO
IF YES, PLEASE DESCRIBE: _____

IF YES, PLEASE CONTACT THE FIRE MARSHAL FOR THE TOWN OF HEMINGWAY.

NOTE: FIRE HYDRANTS CANNOT BE BLOCKED DURING A SPECIAL EVENT.

SITE PLAN

PROVIDE A SITE PLAN SKETCH OF THE SPECIAL EVENT.

PLEASE NOTE THE LOCATION OF ENTRANCES AND EXISTS, RETAIL, FOOD VENDORS, TENTS, STAGES, BLEACHERS, AMPLIFIED SOUND, SIGNS OR BANNERS, PORTABLE RESTROOMS, ELECTRIC AND WATER HOOKUPS, FIRST AID STATIONS, FIRE EXTINGUISHERS, GARBAGE AND RECYCLING RECEPTACLES, BARRICADES, HAZARDOUS MATERIALS, FIRE HYDRANTS, EXHIBITS, AND SECURITY.

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.



*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.

TRAFFIC CONTROL PLAN

PLEASE PROVIDE A TRAFFIC CONTROL PLAN TO BE APPROVED BY THE POLICE DEPARTMENT. INCLUDE THE INFORMATION BELOW AS WELL AS ANY ADDITIONAL INFORMATION THAT MAY APPLY TO THE EVENT:

- THE PROPOSED ROUTE TO BE TRAVELED, INCLUDING THE STARTING AND FINISHING POINTS. ALSO, CLARIFY THE DIRECTION THE EVENT WILL MOVE.
- A ROUTING PLAN FOR TRAFFIC, WHICH INCLUDES ROADS REQUESTING TO BE CLOSED TO VEHICULAR AND OTHER TRAFFIC DURING THE EVENT. INCLUDE CONTACT ARRANGEMENTS/PLAN TO RESOLVE POTENTIAL CONFLICTS WITH PEOPLE TRYING TO ACCESS RESIDENCES, BUSINESSES, PLACES OF WORSHIP, CARRIAGE TOURS, PUBLIC FACILITIES, AND PUBLIC TRANSPORTATION OR OTHER SITUATIONS THAT WILL BE AFFECTED BY THE EVENT.
- PROPOSED LOCATIONS FOR BARRICADES, SIGNS, METER BAGS, VOLUNTEERS, AND POLICE. THIS PORTION OF YOUR TRAFFIC CONTROL PLAN WITH THE ASSISTANCE OF THE TOWN OF HEMINGWAY OFFICIALS WILL BE REVIEWED FOR APPROVAL AFTER INITIAL SUBMISSION OF THE APPLICATION.
- THE POLICE DEPARTMENT WILL DETERMINE THE TIMELINE FOR THE CLOSURE OF ALL VENUES.
- A MINIMUM OF A 10-FOOT-WIDE EMERGENCY ACCESS LANE IS REQUIRED THROUGHOUT THE EVENT SITE. THEREFORE, NO PERMANENT STRUCTURES OR FIXED OBJECTS MAY BE ERECTED ALONG THIS ROUTE.
- THE EVENT MUST MAINTAIN PEDESTRIAN ACCESS ON THE PUBLIC SIDEWALKS.

THE TOWN OF HEMINGWAY POLICE DEPARTMENT HAS FINAL DISCRETION OVER THE TRAFFIC CONTROL PLAN, INCLUDING BUT NOT LIMITED TO THE PLACEMENT AND NUMBER OF ALL BARRICADES, SIGNS, METER BAGS, VOLUNTEER AND POLICE LOCATIONS.

TRAFFIC CONTROL PLAN—PARKING & TRAFFIC INFORMATION

CIRCLE THE TYPE OF EVENT:

RUN OR WALK BIKE OR WHEELED RACE PARADE OTHER _____

START LOCATION: _____ FINISH LOCATION: _____

ESTIMATED # OF PARTICIPANTS: _____ ESTIMATED # OF VEHICLES: _____

TRAFFIC CONTROL PLAN-ROAD CLOSURES SCHEDULE

WILL THE EVENT REQUIRE ROAD CLOSURES AND/OR BARRICADES? YES NO

IF YES, PLEASE COMPLETE THE ROAD CLOSURE SCHEDULE BELOW.

DOES THE EVENT RESTRICT ACCESS TO ANY PRIVATE OR PUBLIC PARKING LOTS? YES NO

ROAD CLOSURE AND/OR BARRICADE STREET NAME	FROM	TO	DATE	TIME

*NOTE: PLEASE PUT NOT APPLICABLE (N/A) FOR ALL SECTIONS THAT DO NOT RELATE TO THE EVENT.

INSURANCE REQUIREMENTS

ALL SPECIAL EVENTS THAT MEET THE DEFINITIONS BELOW MUST COMPLY WITH THE INSURANCE REQUIREMENTS BELOW TO BE ABLE TO OBTAIN A SPECIAL EVENT PERMIT:

A **MAJOR EVENT** IS A SPECIAL EVENT WHICH IMPACTS MULTIPLE TOWN DEPARTMENTS, HAS 250 OR MORE PEOPLE IN ATTENDANCE, AND HAS AN IMPACT ON ANY STREET, RIGHT-OF-WAY, AND/OR A TOWN OWNED OR MANAGED PARK OR FACILITY.

A **MEDIUM EVENT** IS A SPECIAL EVENT WHICH IMPACTS MULTIPLE TOWN DEPARTMENTS, HAS MORE THAN 10 BUT LESS THAN 250 PEOPLE IN ATTENDANCE, AND HAS AN IMPACT ON ANY STREET, RIGHT-OF-WAY AND/OR A TOWN OWNED OR MANAGED PARK OR FACILITY

A **SMALL EVENT** IS A SPECIAL EVENT WHICH IMPACTS FEW TO NO TOWN DEPARTMENTS, HAS LESS THAN 100 PEOPLE IN ATTENDANCE, AND HAS AN IMPACT ON ANY STREET, RIGHT-OF-WAY, AND/OR A TOWN OWNED OR MANAGED PARK OR FACILITY.

GENERAL LIABILITY INSURANCE: THE APPLICANT MUST SUBMIT A CERTIFICATE OF INSURANCE PROVIDING PROOF OF A COMMERCIAL **GENERAL LIABILITY INSURANCE** POLICY OR ITS EQUIVALENT, WRITTEN ON AN OCCURRENCE BASED FOR BODILY INJURY, PERSONAL INJURY, PROPERTY DAMAGE AND PRODUCT LIABILITY, WITH A MINIMUM OF \$1,000,000 PER OCCURANCE **NAME THE TOWN OF HEMINGWAY AS ADDITIONAL INSURED ON THE POLICY AND WHERE THE APPLICANT'S INSURANCE IS IDENTIFIED AS PRIMARY AND NONCONTRIBUTORY.**

THIS TYPE OF INSURANCE CAN BE ACQUIRED FROM MOST PRIVATE INSURANCE CARRIERS. **YOUR PERMIT WILL NOT BE ISSUED IF THE REQUIRED INSURANCE CERTIFICATE(S) HAS NOT BEEN RECEIVED PRIOR TO THE SPECIAL EVENT.**

HAS GENERAL LIABILITY INSURANCE LIST THE TOWN AS ADDITIONAL INSURED BEEN SECURED? YES NO

CARE OF PROPERTY AND EQUIPMENT

ALL PROPERTY AND EQUIPMENT BELONGING TO THE TOWN, INCLUDING BUT NOT LIMITED TO VEHICLES, ROADS, BUILDINGS, RECREATION AND PARK EQUIPMENT, FACILITIES 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 TOWN'S 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.

RULES AND REGULATIONS

- 1) NO PERSONS SHALL OPERATE OR RIDE ANY SKATEBOARD, ROLLER SKATES, ROLLER BLADES, BICYCLE, MOTOR BIKE, MOTORCYCLE, SNOWMOBILE OR SIMILAR MOTOR VEHICLE EXCEPT IN AREAS WHERE MOTOR VEHICLES ARE PERMITTED, SUCH AS DRIVES AND PARKING AREAS.
- 2) NO USE OF LOUD, ABUSIVE AND/OR FOUR LANGUAGE IS PROHIBITED.
- 3) NO ALCOHOLIC BEVERAGES ARE ALLOWED IN RECREATION AND PARK AREAS.
- 4) THE BUILDING OF FIRES IN RECREATION AND PARK AREAS OF THE TOWN OF HEMINGWAY IS STRICTLY PROHIBITED. HOWEVER, GAS OR CHARCOAL GRILLS ARE PERMITTED PROVIDED THEY ARE OF A NORMAL CONSUMER TYPE.
- 5) NO FIREARMS OF ANY TYPE SHALL BE PERMITTED TO BE CARRIED OR DISCHARGED IN PARK OR RECREATION AREA.

SUPERVISION

APPLICANT MUST PROVIDE SUFFICIENT ADULT SUPERVISION TO ENSURE THE SAFETY OF PARTICIPANTS, ON-LOOKERS, AND PROPERTY. NAME OF THE SUPERVISOR(S) MUST BE SUBMITTED TO THE TOWN. THE SUPERVISOR MUST BE PRESENT AT THE EVENT FROM SET-UP TO TEAR-DOWN.

LOCATION

THE AREA REQUESTED MUST BE REASONABLY SUITED RELATIVE TO ACCESSIBILITY, SIZE AND NATURE OF THE PROPOSED SPECIAL EVENT. ADQUATE PARKING FOR EVENT PARTICIPANTS MUST BE AVAILABLE. THE EVENT MUST BE PLANNED WITH DUE REGARD TO SAFETY. IT MUST ACCOMMODATE THE SPECIAL NEEDS

OF DISABLES PERSONS WHOSE RIGHTS ARE PROTECTED UNDER THE AMERICAN WITH DISABILITIES ACT AND WHO CHOOSE TO PARTICIPATE IN THE EVENT.

DISCRIMINATION

EVENTS HELD ON TOWN PROPERTY MUST NOT DISCRIMINATE ON A BASIS OF RACE, SEX, NATIONAL ORIGIN, COLOR, OR ANY OTHER PROTECTED CLASS.

EXCEPT AS PROVIDED BY LAW, THE TOWN OF HEMINGWAY IS UNDER NO OBLIGATION TO ISSUE PERMITS FOR THE USE OF ITS STREETS, SIDEWALKS, PLAZAS, BUILDINGS, PARKS, AND OTHER FACILITIES FOR SPECIAL EVENTS. THE TOWN ADMINISTRATOR OR DESIGNEE, IN DECIDING WHETHER TO ISSUE A PERMIT, AND IN RESOLVING POSSIBLE CONFLICTS BETWEEN APPLICANTS, WILL CONSIDER THE FOLLWING POINTS:

- THE NUMBER OF PARTICIPANTS
- THE APPROPRIATENESS OF TOWN PROPERTY FOR THE INTENDED USE
- THE LIKELY IMPACT ON TOWN PROPERTY OF THE SPECIAL EVENT
- ANTICIPATED TRAFFIC CONDITIONS
- ADEQUATE ADULT SUPERVISION FOR MINORS
- THE AVAILABILITY OF TOWN PERSONNEL WHOSE PRESENCE MAY BE REQUIRED
- PROBABLE IMPACT UPON THE ORDINARY AND CUSTOMARY USES OF NEARBY PROPERTIES
- WHETHER THE PROPOSED SPECIAL EVENT IS DUPLICATIVE OF EVENTS OFFERED BY THE TOWN OF HEMINGWAY OR ANOTHER ORGANIZATION WITHIN THE SAME TIME FRAME
- HOW WELL THE SPECIAL EVENT ENCOURAGES TOURISM OR ENHANCES THE QUALITY OF LIFE OF THE HEMINGWAY COMMUNITY AND WHETHER THE COMMUNITY DERIVES ECONOMIC BENEFIT FROM THE EVENT
- WHETHER THE SPECIAL EVENT PROVIDES THE HEMINGWAY 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 EQUIPTABLE CONSIDERATIONS

IF THE PERMIT IS APPROVED, THE APPLICANT SHALL BE SUBJECT TO THE TOWN, STATE AND FEDERAL LAWS AND REGULATIONS AS THEY APPLY TO THE EVENT. FAILURE TO DO SO WILL RESULT IN REVOCATION OF THE PERMIT. APPLICANT MUST HAVE THE PERMIT ON SITE AT THE TIME OF THE EVENT.

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CONTACT THE TOWN ADMINISTATOR AT 843-558-2824.

HOLD HARMLESS CLAUSE

THE APPLICANT HEREBY SHALL ASSUME ALL RISK 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 SAVE THE TOWN HARMLESS FROM ANY PENALTIES FOR VIOLATION OF LAW, ORDINANCE, OR REGULATION AFFECTING ITS ACTIVITY AND FROM ANY AND ALL CLAIMS, SUITS, LOSSES, DAMAGES, JUDGEMENTS, 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.

APPLICATION'S SIGNATURE _____ DATE: _____

TOWN OF HEMINGWAY SPECIAL EVENT PERMIT SCHEDULE OF FEES

A NON-REFUNDABLE FEE WILL BE CHARGED TO COVER THE COST OF PROCESSING.
OTHER CHARGES MAY BE MADE FOR ADDITIONAL TOWN SERVICES.

<p><i>FESTIVAL OR MAJOR EVENT</i></p> <p>MAY INCLUDE: OUTDOOR ENTERTAINMENT, SALE OF FOOD/BEVERAGES AND/OR GENERATE REVENUE</p> <p>INCLUDES ROAD CLOSURES & ATTENDANCE GREATER THAN 200</p>	<p>\$100 TWO OR MORE DAYS</p> <p>\$75 SINGLE DAY</p>
<p><i>FESTIVAL OR MAJOR EVENT</i></p> <p>MAY INCLUDE: OUTDOOR ENTERTAINMENT, SALE OF FOOD/BEVERAGES AND/OR GENERATE REVENUE</p> <p>DOES NOT INCLUDE ROAD CLOSURES</p>	<p>\$75 TWO OR MORE DAYS</p> <p>\$25 SINGLE DAY</p>
<p><i>PRIVATE OR PUBLIC GATHERING</i></p> <p>MAY INCLUDE: OUTDOOR ENTERTAINMENT, SALE OF FOOD/BEVERAGES</p> <p>INCLUDES ROAD CLOSURES</p>	<p>\$75.00</p>
<p><i>PRIVATE OR PUBLIC GATHERING</i></p> <p>MAY INCLUDE: OUTDOOR ENTERTAINMENT, SALE OF FOOD/BEVERAGES</p> <p>DOES NOT INCLUDE ROAD CLOSURES</p>	<p>\$50.00</p>
<p><i>PARADE, PROCESSION, MARCH, ROAD RACE, BICYCLE RACE</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200</p>	<p>\$25.00</p>
<p><i>NEIGHBORHOOD BLOCK PARTY OR WALK</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROAD</p>	<p>\$25.00</p>
<p><i>FILMING AND PHOTOGRAPHY</i></p>	<p>\$25.00</p>

TOWN OF HEMINGWAY USE ONLY

NON-REFUNDABLE FEE FOR TYPE OF EVENT: _____

FILLED OUT FORM COMPLETELY? YES NO

SECURITY OFFICER? YES NO # OF OFFICERS _____ X # OF HOURS _____ = _____

TRASH RECEPTACLES? YES NO # REQUESTED _____ X \$20 PER CAN=_____

VENDORS? ISSUE BUSINESS LICENSE/HOSPITALITY TAX

RESTROOMS? \$25.00 FEE FOR OPENING AND CLOSING X # OF DAYS _____

LIABILITY INSURANCE? YES NO