



**West Columbia Riverwalk  
Three Rivers Greenway  
Use Permit Application**



Greenway Desired: West Columbia Riverwalk Amphitheater

Date of Use: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Hours of Activity: Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (includes setup & break down)

Name of applicant: \_\_\_\_\_ Sponsoring Group: \_\_\_\_\_

Relation to sponsoring group (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

**If event includes a route of procession**, please provide specific route: \_\_\_\_\_

Would you like to be listed on our events page on our website? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PERMIT TYPE:** (Please indicate appropriate type by check mark)

**Amphitheater:** \_\_\_\_\_ with power \$ 125.00 per hour \_\_\_\_\_ without power \$ 100 per hour

\$ \_\_\_\_\_ **Total Non-Refundable Deposit** (Make check payable to "City of West Columbia Greenway Fund")

Confirmed and sent to applicant by Sue Meisner \_\_\_\_\_

West Columbia: Determination of Event Insurance: \_\_\_\_\_ Yes (Event is null and void without proof of insurance submitted to the City and attached with application)  
\_\_\_\_\_ No (Initial)

**\*\*PERMITTEE MUST HAVE PERMIT IN THEIR POSSESSION WHILE ON CITY PROPERTY\*\***

I/We hereby stipulate and agree to indemnify and forever hold harmless the City of West Columbia against any and all claims and demands or actions which may hereafter be made or instituted against said West Columbia, arising out of our occupancy above – named park/facility. I/We further agree to assume all costs of damage to the park/facility and/or contents during the period authorized and all results of said use of park/facility and/or contents. I/We have read the rules and regulations as set forth in the "City of West Columbia Greenway User Rules" section (attached), the "Non-Refundable Rates" section (attached) and agree to comply with these set rules and rates as stated by the City of West Columbia.

Signature of person directly responsible: \_\_\_\_\_ Date signed: \_\_\_\_\_

Approved/Disapproved by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Please Send Completed Permit Form to: **Sue Meisner**  
**City of West Columbia, PO Box 4400, West Columbia SC 29171**  
**Phone (803) 939-8608 Fax (803) 939-8634 smeisner@westcolumbiasc.gov**

|   |
|---|
| <p><b>OFFICE USE ONLY:</b> West Columbia Inspection: _____ Permit Available at time of event<br/>_____ Satisfactory clean up _____ Unsatisfactory</p> <p><b>COMMENTS:</b> _____</p> <p>Deposit Refund Form Completed: _____ (completed by staff on duty only)</p> |
|---|



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**CITY OF WEST COLUMBIA GREENWAY USER RULES:**

- The City of West Columbia reserves the right to approve or disapprove the application for rental.
- All fees must be paid in full upon approval of application. Fees are 75% refundable with a 72 hour cancellation notice. Events are all weather, no refunds due to unfavorable weather.
- The City of West Columbia reserves the right to approve or disapprove the type, number and placement of all structures; including but not limited to booths, tents, displays and cooking apparatus. Request for special equipment or assistance must be part of the permit application.
- The sale or distribution of alcoholic beverages is strictly PROHIBITED.
- A restroom facility is located adjacent to the parking lot area, located near Alexander Road.
- Vehicles are not permitted to stop, stand or park except in designated parking, loading or unloading zones.
- The permittee is responsible for the rental and is responsible for any damages incurred during use of the facility.
- It is agreed and understood that permittee is solely responsible for the condition and cleanliness of facility used during the term of the permit and agrees to return/leave said property in the same condition as found.
- The permittee is responsible for making sure that trash is picked up and placed in the cans provided.
- The Riverwalk must be free of all debris, props, staging, equipment, etc. immediately after event unless authorized by the City of West Columbia. If items are not removed, items are subject to become property of the City of West Columbia
- Permittee agrees to assume cost of providing security and crowd control when such is deemed necessary by the City of West Columbia.
- Strict adherence to safety standards is required. In case of emergency, contact the Public Safety Department by using the Emergency Call boxes located throughout the Riverwalk Park. They can also be reached by calling 911.
- Permittee agrees that he/ she will faithfully use and occupy these facilities in accordance with the laws and regulations of South Carolina and the ordinances of the City of West Columbia.



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**NON-REFUNDABLE DEPOSIT RATES:**

|                              |                                |
|------------------------------|--------------------------------|
| Amphitheater with power--    | \$125.00 per hour              |
| Amphitheater without power-- | \$100.00 per hour              |
| Catering Space--             | No additional deposit required |

\*Special events requiring a “practice” period will be given a set practice time at no additional charge over the initial fee. Special events include, but are not limited to, wedding rehearsals, concerts or performances and educational presentations.

If items used during rental of facilities are left on the Riverwalk Park after completion of event, those items are subject to:

- Become property of the City of West Columbia
- And/or incur rental fees during time items remain on the Riverwalk Park until time items are removed.