



**West Columbia Riverwalk
Amphitheater & Greenway
Use Permit Application
Form 03-2016**



Application Date: _____

Date of Use: _____

Hours of Activity: Set-up start time: ____:____ ____ a.m./____ p.m. Event start time: ____:____ ____ a.m./____ p.m.
Event end Time: ____:____ ____ a.m./____ p.m. Breakdown end time ____:____ ____ a.m./____ p.m.

Name of *applicant: _____ **Sponsoring Group:** _____

Relation to sponsoring group (if applicable) _____

Address: _____ **City:** _____ **State** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____ **Mobile:** _____

Fax: _____ **E-mail:** _____

Type of Event: Check the type of event you plan to hold:

Festival – A stationary event held on one or more days, including festivals, fairs, carnivals, rallies, concerts, & recreational events.

Parade, Procession or March – An organized group marching or in procession, whether on foot or in vehicles.

Bike or Wheeled Race

Foot Race or Walk

Commercial Film or Photographic Activities – A movie, commercial or fashion industry photography.

Private Party – Weddings, reunions, birthday parties, etc.

***Applicant is person who is directly responsible for the event and who will sign the application**

Description of Event: _____

If event is a fundraiser, name of Charitable/Non-Profit Organization: _____

If event includes a route of procession (e.g.; walk-run event), please provide specific route: _____

Check all components of event that apply:

Admission Fee Food Vendors Retail Venders Stage Live Music Amplified Sound
 Need for Electricity Cooking utilities Tents, Canopies, Tables Animals Portable Restrooms
 Traffic Control, Road Closure

Estimated Attendance: Total: _____ (Participants: _____ Spectators: _____ Volunteers: _____)

Due to the size and scope of the event, an Applicant may be required to provide additional security. Some components that may require additional security and/or fire inspections include, but are not limited to:

Road Closure and Traffic Control Money handling security Food Preparations
Crowd Control VIP & Celebrity Security **Beer & Alcohol Sales

*** *Must have approval from the City Council of West Columbia.**

Fees for additional security and fire inspection services will be determined by the West Columbia Police Department. Contact Lt. John Norman at (803) 936-6280.



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Does the Event include: Food Vendors? Yes No **Retail Vendors?** Yes No

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 City of West Columbia Business License. License fees are based on gross income pursuant to SC law. For more information on Business Licenses, contact Ellen Ravenell at (803) 936-6285

Please note that the preparation and sale of food requires approval from the SC Dept. of Health & Environmental Control (SCDHEC).

Persons selling products are required to have an SC Retail Sales Tax license. Questions regarding the SC Retail License may be directed to the SC Dept. of Revenue.

The sale of alcoholic beverages is generally prohibited; however, special permission may be granted by the City Council of West Columbia on a case by case basis. Council meets on the first Tuesday of the month (unless it falls on a holiday). In order to be placed on the Council’s agenda to request permission to sell alcoholic beverages, contact the Municipal Clerk (939-8608) two weeks in advance of the meeting. If special permission is granted, the vendor must also obtain an ABL-900 Temporary License from the SC Dept. of Revenue’s Alcoholic Licensing Beverage Division.

Insurance Requirements

Liability Insurance may be required for all events. *Proof of insurance must be submitted to the City of West Columbia or event is null and void.*

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 basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence, with an aggregate minimum limit of \$2,000,000, and naming the City of West Columbia as the Certificate Holder.

Liquor (Alcoholic) Legal Liability Insurance: If the City of West Columbia grants permission to sell/serve alcoholic beverages at the event, then the Applicant must obtain liquor (alcoholic) legal liability coverage. The liquor (alcoholic) legal liability insurance can be endorsed to the general liability insurance policy or purchased separately with the City of West Columbia named as the Certificate Holder. The minimum acceptable limit of liability is \$1,000,000 per occurrence with a minimum aggregate limit of \$2,000,000.

For additional information concerning liability insurance, you may contact Leigh Polhill at the Municipal Association of South Carolina (lpohill@masc.sc or [803] 354-4752) to discuss the Tenant User Liability Insurance Program (TULIP).

Restroom Facilities

While there are three (3) public restrooms located at the Amphitheater, when large numbers of people are expected at an event, portable restrooms may be required. Generally, the city recommends that one chemical toilet be used for every 150 people over 300.

Web Page

Would you like to be listed on the City’s events calendar on its website? Yes No



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

Amphitheater: _____with power * \$ 125.00 /day _____without power* \$ 100 /day

***These are minimum amounts. Fees may increase due to size and scope of event**

TOTAL SUBMITTED: \$ _____ (*Make check payable to “City of West Columbia Greenway Fund”* and attached to application – see attached Rules for Refund Policy)

Dates cannot be reserved without an application and appropriate fee.

Hold Harmless Clause

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 of the above-named 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 and initialed the rules and regulations as set forth in the “City of West Columbia Amphitheater & Greenway User Rules & Amphitheater Rental Rates” sections (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: _____

OFFICIAL USE ONLY: Determination of Event Insurance: _____ Yes (attach proof of insurance to permit)
 _____ No (Initial)

Comments from City Administrator: _____

Approved/Disapproved by: _____ Date approved: _____

Executed Permit Sent to Applicant: _____ Copies Sent to Parks: _____ Police: _____

Make check payable to the City of West Columbia – Greenway Fund and send completed Permit Form and check to:

**City of West Columbia
Riverwalk Amphitheater Rental Department
200 N. 12th Street, West Columbia, SC 29169
or
PO Box 4044, West Columbia SC 29171
Phone (803) 791-1880**

OFFICE USE ONLY:

Comments from West Columbia Inspection After Event: _____ Permit Available at time of event _____ Satisfactory clean up
 _____ Unsatisfactory

Additional Comments:



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CITY OF WEST COLUMBIA AMPHITHEATER AND GREENWAY USER RULES

These rules and regulations are established to insure the fullest use and enjoyment of the West Columbia Riverwalk Amphitheater and Riverwalk Park by the citizens of West Columbia and surrounding communities, which is consistent with the protection of persons, public property, and tranquility of the surrounding neighborhoods.

HOURS

General Riverwalk Park hours are from dawn to dusk. Special permitted events have hours as specified by the permit.

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 submission of application.** Fees are 75% refundable with a 72-Hour cancellation notice. However, events are all weather, and no refunds will be given due to unfavorable weather
- The conduct of the activity proposed will not substantially interrupt the safe and orderly activity of the Riverwalk Park or the safe and orderly movement of pedestrian and vehicular traffic.
- The conduct of the activity is not reasonably likely to cause injury to persons or property, or to provoke disorderly conduct or create a disturbance.
- 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.
- No person shall play an audio device, such as TV, radio, tape, CD player, etc., at such volume as to disturb persons utilizing the park. No amplified band or group of musicians shall perform without a permit.
- No person shall possess, discharge or set off any fireworks, firearms, weapons or other explosives without written approval from the City of West Columbia.
- The sale or distribution of alcoholic beverages is **PROHIBITED** without approval from the City Council of West Columbia.
- No person shall carry on any commercial activity without the written permission of the City of West Columbia.
- No person shall solicit alms or contributions within the Riverwalk Park without first having obtained permission from the City of West Columbia.
- Metal detecting and/or digging in public parks/recreational areas is prohibited.
- A restroom facility is located adjacent to the parking lot area, located near Alexander Road. Major events with over 300 attendees may require portable toilets.

Please Initial



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- Vehicles are not permitted to stop or park except in designated parking, loading or unloading zones.
- The permittee is responsible for his/her group 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 otherwise 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, and fire inspection services, 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 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

AMPHITHEATER RENTAL RATES:

Amphitheater with power: *\$125.00 /day

Amphitheater without power: *\$100.00 /day

Catering Space: No additional deposit required

***These are minimum amounts. Fees are subject to increase due to size and scope of event. Contact Lt. John Norman (939-6280) to discuss additional fees for security and fire inspection.**

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

Deposits are 75% refundable with a 72-Hour cancellation notice. However, events are all weather, and no refunds will be given due to unfavorable weather.

If items used during rental of facilities are left on the Greenway after completion of event, those items are subject to: becoming property of the City of West Columbia; and/or incurring rental fees during time items remain on Greenway until time items are removed.

NOTE: The Amphitheater is a public park and cannot be gated; however, if there are any funds collected at this event, the City needs to know the name of the organization to which the checks/funds are paid.

Please Initial