

General Event Vendor Requirements for the City of West Columbia

All vendor requirements must be completed no later than one week prior to the event. Fire Marshal inspections must be scheduled for one week prior to the event. Business Licenses, permits, and inspections are good for one calendar year. Certificates of Insurance must be updated as they expire.

Business License and Insurance: [West Columbia](#) requires you to have a [West Columbia Business License](#).

The insurance requirements are as follows:

General Vendors -

- Commercial General Liability Policy adding the City of West Columbia as "additionally insured" on your insurance policy, with one million dollars per occurrence
- The Certificate of Insurance or Evidence of Certificate of Insurance must be emailed to events@westcolumbiasc.gov directly from your insurance provider with **EVENT NAME** listed as a description of the event. The city's mailing address is City of West Columbia, Attn: Events Manager, 200 N. 12th Street, West Columbia, SC 29169

Food & Beverage Vendors -

- General Liability with Completed Operations for Food Borne Illness Coverage Policy adding the City of West Columbia, as "additionally insured" on your insurance policy, with one million dollars per occurrence
The Certificate of Insurance or Evidence of Certificate of Insurance must be emailed to events@westcolumbiasc.gov directly from your insurance provider with **EVENT NAME** listed as a description of the event. The city's mailing address is City of West Columbia, Attn: Events Manager, 200 N. 12th Street, West Columbia, SC 29169
- Beer/Wine/Alcohol sales require a Liquor Alcohol Beverage Insurance Certificate adding the City of West Columbia as "additionally insured" on your insurance policy, with one million dollars per occurrence

TULIP Insurance - The City of West Columbia is enrolled in a program that allows you, the "user" of a municipal facility to secure cost-effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided. You can find more information [here](#).

Food Trucks: Fill out the [Business License Application](#) and [West Columbia Zoning Ordinance for Food Trucks](#). The forms must be submitted to the Business License Department. Once approved, the contact information for the Fire Marshal will be provided to you. Once the Fire Marshal has inspected and cleared the food truck, submit the clearance form to the Business License Department along with payment.

Cooking & Temporary Tents, Canopies for Events:

- There shall be no cooking under/ inside tents or canopies unless it has proper NFPA 701 noncombustible certification tags and must be approved by Fire Code Official. IFC 3104.2
- Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted under, inside or located within 20 feet of the tent, canopy or membrane structures while open to public unless approved by the fire code official. IFC 3104.7
- Outdoor cooking that produces sparks, or grease-laden vapors shall not be performed within 20 feet of tent, canopy, or membrane structure. IFC 3104.15.6
- LP-gas containers shall be located outside. Safety release valves shall point away from tent or membrane structure. IFC 3104.16.2
- Protection of LP-gas containers shall be adequately protected from tampering and secured from being damaged. IFC 3104.16.3
- Refueling shall be done in an approved area not less than 20 feet from tents or membrane structures. IFC 3104.17.3
- Fuel Systems shall be inspected for leaks. IFC 3104.18.2.2
- The location of vehicles or equipment shall not obstruct means of egress. IFC 3104.18.3
- Proper Fire extinguishers must be in place at all times.

Hospitality Tax Requirements:

The City of West Columbia City Council authorized the levy of a two percent (2%) local hospitality tax on prepared meals and/or beverages, inclusive of alcoholic beverages, beer and wine sold in establishments effective September 1, 2016. The Business License personnel will assist you with this process, and you can find information on the city's [website](#).