



SPECIAL EVENT APPLICATION

200 N. 12th Street • West Columbia, SC 29169 • (803) 791-1880 ext. *279
Submit application to events@westcolumbiasc.gov 60 days prior to event date.
Annual events require application be submitted 4 months prior to event date.

West Columbia Amphitheater rentals may confirm date availability with the Events Coordinator at contact information above before submitting application.

GENERAL INFORMATION

APPLICATION DATE: _____ EVENT DATE(S): _____

NAME OF APPLICANT*: _____

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

SPONSORING GROUP: _____

IF EVENT IS A FUNDRAISER, NAME OF CHARITABLE/NON-PROFIT ORGANIZATION:

RELATION TO SPONSORING GROUP (if applicable): _____

ADDRESS: _____ CITY: _____ STATE _____ ZIP: _____

HOME/MOBILE PHONE: _____ WORK PHONE: _____

E-MAIL: _____

EVENT NAME AND WEBSITE: _____

EVENT LOCATION: _____

Is the event location on Public or Private Property? Public Property Private Property

Will your event be held at the West Columbia Riverwalk and Amphitheater? YES NO

TYPE AND DESCRIPTION OF SPECIAL EVENT

TYPE OF EVENT: Check the type of event you plan to hold. Festival Parade, Procession or March Private Party

Bike or Wheeled Race Foot Race or Walk Commercial Film or Photographic Activities Neighborhood Block Party

Please provide a brief description and purpose of the Special Event: _____

Mark with an "X" all components of the event that apply:

<input type="checkbox"/> Admission Fee	<input type="checkbox"/> Electricity Needed	<input type="checkbox"/> Parking	<input type="checkbox"/> Signs and Banners
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Stage
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Food Vendors	<input type="checkbox"/> Pyrotechnics	<input type="checkbox"/> Tents or Canopies
<input type="checkbox"/> Animals	<input type="checkbox"/> Inflatables/Jump Castle	<input type="checkbox"/> Retail Vendors	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Live Music	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Water/River
<input type="checkbox"/> Cooking utilities	<input type="checkbox"/> Multiple Days	<input type="checkbox"/> Security	

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



EVENT NAME: _____

EVENT SET UP AND TEAR DOWN

Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____
Date: _____	Set Up Start Time: _____	Tear Down End Time: _____

WEST COLUMBIA AMPHITHEATER RENTAL

RENTAL TYPE: without power* \$ 250.00 /day OR with power* \$ 300.00 /day
*These are minimum amounts. Fees may increase due to size and scope of event.

INSURANCE REQUIREMENTS

All events on City property are required to provide a Certificate of Insurance naming the City as additionally insured. Alcohol and food vendors participating in the event are required to provide them as well.

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 the EVENT NAME listed as a description of the event.

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 the EVENT NAME listed as a description of the event.
- 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.

I understand I am responsible for providing a COI and notifying my food and beverage vendors. _____
I understand my application will not be approved if I do not meet these requirements. Applicant Initials

ZONING

PRESENT USE OF PROPERTY: Number and types of business uses _____

SIGNS: Size and number of signs for the event _____

(Include photos of sign and design.)



EVENT NAME: _____

SITE PLAN

Provide a site plan sketch of the Special Event. Note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, and hazardous materials.



EVENT NAME: _____

TRAFFIC CONTROL AND PARKING 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.

Clarify the direction the event will move.

A routing plan for traffic, including roads requesting be closed to vehicular and other traffic during the event. Include contact arrangements/plans to resolve potential conflicts with people trying to access residences, businesses, churches, public facilities, and public transportation or other situations that will be affected by the event.

Proposed locations for barricades, signs, and volunteers. This portion of your Traffic Control Plan, with the assistance of City of West Columbia 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 12-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 City of West Columbia Police Department has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades and signs.

TRAFFIC CONTROL PLAN—Parking & Traffic Information

Parade, Procession or March Run/Walk Bike/Wheeled Race Other _____

Start Location: _____ Finish Location: _____

Estimated # of Participants: _____ Estimated # of Vehicles: _____

PARKING - On street/spaces available? Yes, # of spaces: _____ No: _____

PARKING - Off street/spaces available? Yes, # of spaces: _____ No: _____

Will a shuttle service be provided for attendees? Yes No

Note: Fire hydrants cannot be blocked during a Special Event.

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

If yes, the applicant must provide a signed letter of notification to all residential and commercial impacted parties of an extended road closure before the special event permit will be issued.

ROAD CLOSURE/STREET NAME	FROM	TO	DATE	TIME



EVENT NAME: _____

TRAFFIC CONTROL AND PARKING PLAN

Provide a sketch of the event's anticipated parking and exit plan. Note the location of all entrance/exit/start/stop locations, parking lots, garages, spaces, etc. Sketch should be provided by the party responsible for parking. Include a brief explanation of parking scenario on the sketch. If needed, use the back or attach a separate page.



EVENT NAME: _____

ALCOHOL

Does the Special Event include alcoholic beverages? Yes No
(If held at West Columbia Riverwalk there is a \$100 fee per day and it is non-refundable.)

_____ Days x \$ 100.00 per day - \$ _____

Will alcoholic beverages be served without charge? Yes No

Will alcoholic beverages be sold? Yes No

What type of alcohol will be served and consumed? LIQUOR BEER WINE

Who will be serving the alcohol? N/A Volunteers Caterer Licensed Bartenders Staff Other _____

List designated areas where alcohol will be served and consumed: _____

Times for alcohol to be served*: Start: _____ Finish: _____ N/A

*Please note that all alcohol service must end 20 minutes prior to the Special Event ending time.

- In order to be placed on the Council's agenda to request permission to sell/serve alcoholic beverages at the amphitheater, you must meet the time requirements for being placed on the Council's agenda as set forth by ordinance. You must be present at the Council meeting to petition Council for the consumption of alcoholic beverages.
• Council meets on the first Tuesday of the month. (unless it falls on a holiday)
• ABL-900 Temporary License from the SC Department of Revenue Alcoholic Beverage Licensing Division is required before being put on Council's agenda.
• 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 \$1,000,000.
• You must hire law enforcement from the West Columbia Police Department for all alcohol-related events for an additional fee, which is in addition to the application fee. This requires you or your organization to sign the Memorandum of Understanding.
• You will be contacted by West Columbia Police Department prior to the approval of this application. If you do not return the call or make contact with them, your event will not be approved.
• No person less than 21 years of age may possess and/or consume alcoholic beverages in any area of the park.
• The person signing the application must be present and sober during the entire event.
• Permittee will be responsible for verifying age of all persons to whom alcoholic beverages are consumed and/or dispersed under this permit.
• Area of permit use will be confined to the area specified .
• Guests cannot become intoxicated on City property/premises.
• If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance.
• Non-alcoholic beverages must be made readily available throughout the duration of the event and at a cost significantly lower than drinks containing alcohol
• Glass is not permitted in West Columbia parks
• The City of West Columbia reserves the right to revoke a permit to hold an event or disallow the serving of alcohol at an event on City premises without notice.

I, _____, have read all regulations and procedures set forth above regarding the sale and consumption of alcoholic beverages. I am hereby requesting that the City Clerk place my event on the Council agenda for the next available date for approval by Council to sell and/or consume alcoholic beverages at my event. I understand I will be contacted via email as to the date and time of the Council meeting and I must confirm in writing that I will attend the Council meeting. I understand that my event will not be placed on the agenda until the Memorandum of Understanding has been fully executed and fees have been paid.

Signature _____

Date _____



EVENT NAME: _____

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.

Are off-duty Police Officers required/requested for this event? (Required for outdoor alcohol events.) Yes No

Primary Contact for West Columbia Police Department (if different from applicant):

Name: _____ Mobile: _____

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: _____

Note: Fire hydrants cannot be blocked during a Special Event. Pyrotechnics and fireworks are not allowed except as written by ordinance.

EMERGENCY MEDICAL SERVICES

Will first aid kits be available during the Special Event? Yes No

Will West Columbia Fire & EMS Services be required? Yes No

Will West Columbia Fire Swift Water Rescue Services be required? Yes No

Times of Operation: _____

Note: This type of support will be mandated on a case-by-case basis. If there is a river event, Swift Water Rescue will be required.

TENTS, STAGES, AND INFLATABLES

Please see Special Events Policy and Procedure Manual for requirements regarding the tents, stages, and inflatables.

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 Event? Yes No

If yes, list number, type, size, square footage and, location: _____

Will stage(s) be used during the Special Event? Yes No

If yes, list number, type, size, square footage and, location: _____



EVENT NAME: _____

AMPLIFIED SOUND

Will the Special Event have amplified music or sound: Yes No

Please describe type of sound and start and finish times: _____

PORTABLE RESTROOMS AND SINKS

RESTROOM FACILITIES

Do you plan to provide portable restrooms facilities at your Special Event? Yes No

While there are three 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. If additional restrooms are needed, all portable restrooms must be placed on hard surfaces and be accessible from the roadway. Supply companies are not allowed to drive on grass. These units should be serviced as needed. Spill response kits should be available throughout the event.

Will City of West Columbia staff be required to help move restrooms to appropriate locations?
(Will require Public Works personnel if at Riverwalk) Yes No

How Many Restrooms? _____ Number of ADA Accessible _____

Company providing restrooms: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

If no toilets will be provided, please explain: _____

CLEAN UP PLAN

Applicants are responsible for cleaning and restoring the site after the Special Event. The cost of any City of West Columbia employee overtime incurred because of applicant's failure to clean and restore the site, will be invoiced at a rate of \$30 per hour/per person.

What is your detailed cleanup plan for the event? _____

Do you have a sanitation and recycling removal plan? Yes No

Are off-duty Public Works personnel required for this event? Yes No

Will you need to rent City of West Columbia Roll Carts for this event? Yes No



EVENT NAME: _____

HOLD HARMLESS CLAUSE

I, _____, on behalf of myself and my organization _____ (if applicable) hereby agree to indemnify and forever hold harmless the City of West Columbia, its employees and elected officials, against any and all claims, demands or actions which may hereafter be made or instituted against the City, arising out of the rental and occupancy of the West Columbia Riverwalk Amphitheater, or Special Events held within the city limits. I further agree to assume all costs of damage to the park/facility and/or contents during the period authorized. I have read the rules and procedures as set forth in the "Special Events Policy and Procedures Manual" and agree to comply with these rules and procedures.

The City of West Columbia reserves the right to revoke a permit to hold an event on City premises without notice when the Permittee does not comply with the terms and conditions of this permit or fails to perform or fails to conduct its activities in a manner acceptable to the City; or if the City becomes aware of an individual or group that espouses or promotes views, ideas or presentations which are likely to promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, sexual preference, or disability, gratuitous sex and violence or denigration of the human condition.

Applicant's signature

Date Signed

Organization

SEND COMPLETED APPLICATION/PERMIT FORM AND CHECK(S) TO:

City of West Columbia, Attn: Events Coordinator — Special Event Application
Physical Address: 200 N. 12th Street, West Columbia, South Carolina 29169
Mailing Address: PO Box 4044, West Columbia, South Carolina 29171
Phone (803) 791-1880 ext. *279
Submit Application to events@westcolumbiasc.gov 60 days prior to event date.

RENTAL FEES FOR WEST COLUMBIA AMPHITHEATER

Riverwalk rental and alcoholic beverage fees are due with application.

Riverwalk Rental \$_____ Make check payable to the City of West Columbia.
These are minimum amounts. Fees may increase due to size and scope of event.

Alcoholic Beverages \$_____ Make check payable to City of West Columbia – this fee is non-refundable - only applies to West Columbia Riverwalk and Amphitheater.

Police, Fire, Public Works Staff, and Roll Carts will be invoiced by Events Coordinator and a copy provided to you. If the amount exceeds \$500.00 a deposit of one half will be requested before the event, and the balance will be due at the conclusion of event once each department provides actual costs.

TOTAL SUBMITTED: \$_____

Dates cannot be reserved without approved application and appropriate fees paid.



EVENT NAME: _____

OFFICIAL USE ONLY

PRELIMINARY APPROVAL BY CITY ADMINISTRATION: Approved Denied _____
Signature/Date

Comments: _____

ZONING DEPARTMENT: Approved Denied _____
Signature/Date

Comments: _____

POLICE DEPARTMENT: Approved Denied _____
Signature/Date

Comments: _____

_____ Number of Police Officers X \$ 40.00 per hour = \$ _____
(Minimum of Three Hours. Will be invoiced for total number of officers, final number determined by West Columbia Police Department.)

Traffic Control/Parking Approval SCDOT Approval Submitted Alcohol Approval

FIRE DEPARTMENT: Approved Denied _____
Signature/Date

Comments: _____

_____ Number of Fire Personnel X \$ 40.00 per hour = \$ _____
(Minimum of Three Hours. Will be invoiced for total number of Fire Department personnel, determined by West Columbia Fire Department.)

PUBLIC WORKS DEPARTMENT: Approved Denied _____
Signature/Date

Comments: _____

_____ Number of Public Works Personnel X \$ 30.00 per hour = \$ _____
(Minimum of Three Hours. Will be invoiced for total number of employees, final number determined by West Columbia Public Works.)

_____ Number of Roll Carts X \$ 25.00 per cart = \$ _____
Will be invoiced for total number of roll carts, final number determined by West Columbia Public Works Department.

Copies of insurance, MOU, and Council's approval need to be attached to final application.

Event Insurance Received: Yes No N/A

Liquor Liability Insurance Received: Yes No N/A

MOU Signed: Yes No N/A

Alcoholic Beverages Approved/Disapproved by Council: Yes No N/A Date approved: _____

Approved Application, Copy of MOU, and Resolution sent to Applicant: _____
Signature/Date

Final invoice sent to applicant: _____ Signature/Date Final payment received : _____ Signature/Date