

WEST
COLUMBIA
• HEAD WEST •



SPECIAL EVENTS

Policy and Procedures



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INTRODUCTION.....

Special Events held in the City of West Columbia require the coordination of a variety of city personnel, event staff, and resources for a successful event. Whether the event is held in a location such as the Wyman “Mac” Rish Riverwalk and Amphitheater, on a road in the city, or on a private lot, each event has very specific requirements which are best considered and weighed before the day of the event.

The following policy is established to facilitate the planning process with the city. When planning a special event in the City of West Columbia, the policy below must be reviewed well in advance of the planned event date to determine the requirements for a successful event. The City of West Columbia is committed to ensuring that all events within the City limits are appropriately governed by rules, regulations, and ordinances, and do not violate federal or state laws or regulations. It is the responsibility of the organizer to ensure these guidelines are followed.

This policy contains information regarding:

- 1- The city’s definition of a “special event”.*
- 2- Fees, deposits, and special conditions that could be applied to each event.*
- 3- Application timelines and required documentation and information.*
- 4- Grounds for application denial.*

WHAT IS AN EVENT?.....

Any organized activity involving the use of, or having an impact upon, public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land and use. It is the City’s goal to assist event organizers in planning clean, safe, and successful events that cause a minimal impact on the community surrounding the event.

Events can include, but are not limited to:

- Festivals
- Bike or Wheeled Races
- Commercial Filming or Photographic Activities
- Parades, Processions, or Marches
- Foot Races or Walks
- Private Events
- Neighborhood Block Parties

EVENTS ON PRIVATE PROPERTY.....

Events on private property must follow the City of West Columbia Code of Ordinances. Violations of the Code of Ordinances will be handled on a case-by-case basis. The Special

Event Application approval is not required for events held on private property unless it involves the closing of streets or the need for city services. However, there may be a requirement for other permits such as tent permits (cooking tents and other tents over 200 square feet), zoning compliance, sign permits, etc. Please contact the Planning and Zoning Department for more information at (803) 791-1880 ext. *186.

NEIGHBORHOOD BLOCK PARTIES.....

A Neighborhood Block Party is an outdoor public party organized by the residents of a neighborhood using sidewalks/streets requiring no city services. A Neighborhood Block Party requires a Special Event Application.

APPLICATION PROCESS.....

The application process begins when a completed Special Event Application is submitted online at www.westcolumbiasc.gov/events. The receipt of your application in no way is a final approval or confirmation of the request. The first point of contact for a special event will be the City's Events Coordinator. Each West Columbia department will reach out to the contact on the event application if the event requires any additional permits, licenses, approvals, or certificates.

The event contact will be required to submit a site plan as well as a traffic control plan with the application. Once the application is submitted, the request goes through preliminary approvals. After the preliminary approvals, additional documentation or insurance could be required. All requested documents and preliminary approvals must be received before issuing the final approval of the Special Event Application. Delays in providing the information requested, delay the ability to finish the review process and approve the application promptly. Due to the many changing components of an event, the timeline for the application approval process varies.

APPLICATION TIMELINE FOR ALCOHOL EVENTS AND SIGNIFICANT ROAD CLOSURES.....

This timeline provides a basic understanding of the application process. The approval times will vary based on event components and response times. Please make sure to respond to each West Columbia department's request as soon as possible.

- 1) Application Request Submitted 60 days prior to event. Annual Events require the application be submitted 4 months in advance.
- 2) Week 2 – Event contact receives a call from each department within two weeks of submitting the application. Please respond as soon as possible to keep the application process on track. Contact the Business License Coordinator to begin the licensing

process if applicable. The event contact is responsible for informing the event vendors of the West Columbia licensing and H-Tax requirements.

- 3) Week 3 - 4 – Each West Columbia department has reported to the City Events Coordinator with anticipated costs from their department as well as with preliminary approvals. The Events Coordinator will create a Memorandum of Understanding (MOU) for each department and a quote for the cost of the City services for the event. If the quote exceeds \$500, a 50% deposit will be due when the MOUs are signed. The payment is required before the event can be placed on Council’s agenda for final approval.
- 4) Week 4 – 5 – All West Columbia departments must sign off on the event before it can be placed on Council’s agenda for final approval. By week 5, the City Clerk will contact the event organizer to be placed on Council’s agenda. The event organizer or a designee must be present at the Council meeting to receive approval for the event.
- 5) Week 6 – 8 – Council meeting for final approval of the event. Final South Carolina Department of Transportation approval will be received. Event vendors should have the final approval from the West Columbia Fire Marshal by week 6 to participate in the event.
- 6) Event Day – Inspection by West Columbia Fire Marshal
- 7) Week following event – Departments submit final fees to the City Events Coordinator and a final invoice is sent to the event organizer. The invoice must be paid upon receipt.

EVENT PRIORITY.....

1) City Sponsored Events

Events produced by the City of West Columbia have priority in the use of any city property or right-of-way. Other applications for Special Events are processed in order of receipt. The use of an area is allocated in the order in which fully executed applications are received and considered by the City Administration for the issuance of approval as set forth below.

2) Annual Events

Applicants who have held an event, previously approved by the city, must have the Special Event Application submitted **4 months** in advance of the event date. This right shall not apply if the event did not follow set guidelines the previous year or their business license and H-Tax fees are in arrears.

3) Other Approved Events

New events will be prioritized in the order in which fully executed applications are received and approved.

CITY STAFF ROLES.....

Events Coordinator – (803) 791-1880 ext. *279 The Events Coordinator is the main point of contact regarding the events process, amphitheater rental, invoicing, and MOU execution. Contact the Events Coordinator before completing the Special Event Application to rent the West Columbia Riverwalk Amphitheater to ensure facility availability.

Police and Chief – (803) 936-6280 Determines the amount of security required, handles temporary road closures, and traffic control plan. Works with the Event Organizer on alcohol sales and consumption, and the Police Chief signs off on the ABL-900 Temporary License from the SC Department of Revenue Alcoholic Beverage Licensing Division.

City Clerk – (803) 791-1880 ext. *608 Assists with Council requirements.

Business License Coordinator – (803) 791-1880 ext. *285 Assists event organizers and vendors with business licenses required by city ordinance. Insurance requirements must be met before the licensing process can begin.

Fire Marshal and Chief – (803) 791-4440 The Fire Marshal must inspect all food trucks and carts before a business license can be approved. They are also required to inspect and ensure the event site meets the City of West Columbia Fire Code requirements. A final inspection and approval of the event area must be completed on the event day. The Fire Chief determines if a river event requires a swift water rescue team to be on-site on the event day.

Public Works/Parks Department/Sanitation - (803) 791-1880 option 2 Public Works assists with event set up and clean up for an additional fee, temporary road closures, event day sanitation, and parks.

Zoning Department - (803) 791-1880 ext. *186 Zoning approves food truck applications, event site layout, a structure, if built or placed at the event site, and signage.

Please refer to these phone numbers as directed throughout the policy and procedure manual.

EVENT CANCELLATION/INCLEMENT WEATHER.....

The event organizer agrees to provide 24-hour notice in the event of a cancellation. Regarding inclement weather, the event organizer agrees to notify city staff no later than 5 pm the evening before the start of the event.

WEEKLY EVENTS.....

Weekly event vendors must comply with all South Carolina state and local sales tax, licenses, permits, and South Carolina Department of Health and Environmental Control (SCDHEC) requirements. If the event is held on private property, the same rules and regulations apply. It is the responsibility of the event organizer to make sure all event vendors have proper insurance and licensing.

CITY OF WEST COLUMBIA ALCOHOL AND NOISE ORDINANCE.....

Sec. 9-2-8 Drinking in public places

(a) No person shall drink any alcoholic beverages, including beer and wine on the streets, road rights-of-way, sidewalks, parks, or other public places in the municipality. This prohibition includes private property not attended by the owner and instances in which the owner has not given approval for the activity. (b) Violators of this provision shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days. A separate offense shall be deemed committed on each day that a violation occurs or continues. (Ord. of 7/17/95)

Sec. 9-2-6 Noise

(a) The creation of any unreasonably loud, excessive and disturbing noises in the city is hereby prohibited. It shall be unlawful for any person to make, continue, or cause to be continued any loud, excessive, or disturbing noise, or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the city.

(b) The following acts, among others, are declared to be loud, disturbing and excessive noises in violation of this section; provided, however, that such enumeration shall not be construed to be exclusive of other noises:

(2) The playing or operation of any radio, television, phonograph, stereo, computer, CD player, cassette player, loudspeaker or similar sound-producing or sound-emitting device or any musical instrument in such a manner, or with such volume, particularly during the hours between 9:00 p.m. and 7:00 a.m., as to unreasonably disturb any person in the vicinity thereof;

(12) The use of any drum, loudspeaker or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale of merchandise;

(13) The use of loudspeakers or amplifiers on trucks or other vehicles.

(c) An unreasonably loud, excessive or disturbing noise is defined as any sound regulated by this section, which is plainly audible at a distance of fifty (50) feet from its source.

(d) Noises audible in public streets or public places which violate the standards of this article are hereby declared to be public nuisances which may be abated by any law officer.

(3) Noise resulting from events of an entertainment or recreational nature which are held in the city, parks, public buildings or elsewhere such as to broadcast programs of music, speeches or general entertainment as a part and in recognition of the community celebration of national, state or city events, public festivals or outstanding events to the extent allowed under the terms of the permit issued by the city administrator or his/her designee; and

(4) Noise resulting from parades to the extent allowed under the terms of the permit issued by the city administrator or his/her designee.

To view the entire ordinance please visit www.westcolumbiasc.gov.

CRITERIA CONSIDERED FOR ALL STREET CLOSURES & OTHER EVENT IMPACTS.....

The following factors are carefully considered before recommending approval of proposed events, those which require street closure (whether lane closures, local streets, or major/secondary streets). Organizers wishing to close any portion of a street will need to justify that need with a compelling case composed of information in the following categories:

- a) Total number of event attendees, both historical trends and predicted increases.
- b) These numbers will be considered both in terms of total attendance and attendance over time, i.e., a smaller total may still warrant closure if concentrated over a short period of time.
- c) Total number of event vendors, both historical trends and predicted increases.
- d) Impact of the proposed event on residents, occupants, or businesspersons on the block.
- e) Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
- f) Impact of the proposed event on vehicular traffic such as circulation, traffic movement, and availability of alternate routes for traffic.
- g) Potential interference with commercial and business activities in the immediate vicinity.
- h) Conditions existing in the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the public or persons residing in the area.
- i) Relationship regarding the timing of proposed closure to other approved or proposed closures.
- j) Public Safety reserves the right to make changes during the event.

STREET CLOSURE/NOTIFICATION.....

To create events that are clean, safe, and beneficial to the community, the event organizer must notify the businesses and residential homes around the event site if the event involves a temporary road or street closure.

Property owners, managers, or lessees adjacent to the proposed closure area will need to be notified at least 15 days before the event of the date, time, location, and purpose of the event.

Failure to notify will result in application denial for future events.

SCDOT REQUEST.....

All temporary road closures must be approved by the West Columbia Police Department and the South Carolina Department of Transportation (SCDOT). West Columbia will submit a written request to SCDOT following the approval of the road closure.

Temporary road closures may also require the approval of Council. Requests to Council must be submitted 6 weeks in advance of the event. Once Council approves a resolution to support the temporary road closure, a copy of the executed resolution may be requested from the City Clerk and should accompany the formal request to SCDOT.

SCDOT's road closure requirements are listed at <http://info2.scdot.org/ED2/ED/ED-28.pdf#search=ED%2D28>.

EVENT PARKING.....

Event Organizers are required to submit a parking plan with the Special Event Application.

A parking map with roads and parking areas marked should be developed and submitted to the Police Department for review, and once approved, made available to the public. If remote parking is required, a copy of the parking agreement(s) with the property owner(s) must be included with the application.

TRAFFIC CONTROL PLAN.....

A sketch of the event's anticipated traffic control plan must be submitted with the Special Event Application. The plan will need to note the location of all entrance/exit/start/stop locations, parking lots, spaces, etc. The plan will be reviewed by the West Columbia Police Department and revised if needed.

SIGNAGE.....

Event signs may not be placed in the public right-of-way or off-site of the event. Drilling into the pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete, or water-filled barrels. Please contact the Zoning Department for more information. A photo of the type of signage used should be submitted with application.

All signs and posters shall be removed immediately after the closing of the event.

GENERAL EVENT VENDOR REQUIREMENTS.....

The Event Organizer is responsible for procuring vendors for the event and must notify all vendors of the general event vendor requirements for the City of West Columbia.

Fire Marshal inspections must be scheduled no later than two weeks before the event. In addition, the event organizer is responsible for making sure all food vendors meet South Carolina Department of Health & Environmental Control (SCDHEC) regulations. For additional information on these regulations, contact SCDHEC at (803) 909-7379, or visit their website at <http://www.scdhec.gov/food>. A copy of the SCDHEC certification is required to receive necessary permits from the City of West Columbia.

Business licenses, permits, and inspections are good for one calendar year. Certificates of Insurance must be updated as they expire.

INSURANCE REQUIREMENTS.....

If the event is on City property, the City of West Columbia requires the **Event Organizer and all food and alcohol vendors** to provide a Commercial General Liability Policy adding the City of West Columbia as "additionally insured" on the event's insurance policy, with one million dollars per occurrence.

Certain events may require additional coverage based on the type of the event. Examples of additional required coverage could include automobile liability, workers' compensation, liquor liability, inflatables, other amusement devices, and party equipment. Additional requirements will be conveyed to the event organizer.

Food and beverage vendors require General Liability Insurance with a Completed Operations for Food Borne Illness Coverage Policy adding the City of West Columbia, as "additionally insured" on the insurance policy, with one million dollars per occurrence.

Beer/wine/alcohol sales require a Liquor Alcohol Beverage Insurance Certificate adding the City of West Columbia as "additionally insured" on the insurance policy, with one million dollars per occurrence.

TULIP Insurance - The City of West Columbia is enrolled in a program that allows the "user" of a municipal facility to secure cost-effective liability insurance, which protects the event organizer 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. More information can be found on the City's website at https://westcolumbiasc.gov/wp-content/uploads/2015/01/Tulip_guide-1_West-Columbia_Riverwalk-003.pdf.

The Certificate of Insurance or Evidence of Certificate of Insurance must be emailed or mailed directly from the insurance provider to events@westcolumbiasc.gov or the address below. The **EVENT NAME** must be listed as a description of the event.

City of West Columbia – Events Coordinator

Special Event Permit Application

Mailing Address: PO BOX 4044, West Columbia, South Carolina 29171

Physical Address: 200 N. 12th Street, West Columbia, South Carolina 29169

BUSINESS LICENSES.....

The City of West Columbia, by Ordinance, requires every person engaging in business within the city limits to obtain a business license.

Penalties will be assessed for any business that operates without a license. Applications can be picked up from City Hall at 200 N. 12th Street, West Columbia, SC 29169, by calling the Business Licensing Department, or on the city's website at <https://westcolumbiasc.gov/business-licensing/>.

Food and beverage are required to obtain insurance before their business license will be approved.

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, contact the Fire Marshal. Once the Fire Marshal has inspected and cleared the food truck, submit the clearance form to the Business License Department along with payment. This process must be completed two (2) weeks before the event.

Event vendors and the organizer will be given a citation if found to be operating at the event without meeting the proper requirements.

HOSPITALITY TAX REQUIREMENTS.....

The City of West Columbia levies a two percent (2%) local hospitality tax on prepared meals and/or beverages, inclusive of alcoholic beverages, beer, and wine sold in establishments. The Business License personnel will assist with this process. More information is on the city's website at www.westcolumbiasc.gov.

ELECTRICAL REQUIREMENTS.....

If the event requires electricity, it must be indicated on the Special Event Application providing the Fire Department with a clear picture of the electrical needs.

PORTABLE RESTROOMS.....

An essential but sometimes overlooked element of special event planning is portable toilets. Generally, the city recommends that one chemical toilet be used for every 150 people over 300 and including ADA-compliant units.

There are three (3) public restrooms located at the West Columbia Riverwalk & Amphitheater. When large numbers of people are expected at an event, portable restrooms may be required. If additional restrooms are needed, all portable restrooms must be placed on hard surfaces and accessible from the roadway. Supply companies are not allowed to drive on turf. These units should be serviced as needed. Spill response kits shall be made available throughout the event. Contact the Parks Department Superintendent at (803) 331-8680 for approval of portable restroom locations at least two weeks before the event.

ALCOHOL.....

The consumption of alcoholic beverages in public places is prohibited; however, special permission may be granted by the City Council of West Columbia on a case-by-case basis.

Events held on City property are required to follow the following rules and procedures and require a \$100 non-refundable deposit.

The following apply to all events:

- Council meets on the first Tuesday of the month (unless it falls on a holiday)
- To be placed on the Council's agenda to request permission to sell/serve alcoholic beverages on city property, the time requirements for being placed on the Council's agenda must be met as set forth by ordinance.
- The applicant must be present at the Council meeting to petition Council for the consumption of alcoholic beverages
- If special permission is granted, the vendor must also obtain an ABL-900 Temporary License from the SC Department of Revenue Alcoholic Beverage Licensing Division
- Liquor (Alcoholic) Legal Liability Insurance: If the City of West Columbia grants permission to sell/serve alcoholic beverages at the event, 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
- Law enforcement employed by the West Columbia Police Department must be hired for all alcohol-related events for an additional fee, which is in addition to the application fee
- A representative of the West Columbia Police Department will contact the event organizer and discuss the event before the event will be approved
- No person less than 21 years of age may possess and/or consume alcoholic beverages in any area
- The person signing the application must be present during the entire event
- The permittee shall remain sober during the entire event
- The permittee will be responsible for verifying the age of all persons to whom alcoholic beverages are consumed and/or dispersed under this permit
- The area of permit use will be confined to the area specified in the submitted and approved event map
- 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 event and at a cost significantly lower than drinks containing alcohol (i.e. beer \$5 and soda \$3).
- Glass is prohibited for events held in city 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

FIREWORKS.....

Events involving fireworks must abide by the City's ordinance.

Sec. 2-4-1 Discharge of Fireworks.

It shall be unlawful for any person to use, fire, shoot, or discharge any fireworks within the corporate limits of the city, except as provided by Sec. 2-4-2 . For the purposes of this section, "fireworks" shall mean fireworks as defined by state statutory law including S.C. Code Sec. 23-35-175 and ICC Class C common fireworks as described therein.

Sec. 2-4-2 Exceptions.

(1) All city sponsored events are exempt from the provisions of this section including pyrotechnic companies hired by the city for enjoyment purposes. All pyrotechnic companies shall comply with any and all Federal, state and municipal regulations as far as licensing, insurance and permits.

(2) The discharging or shooting of fireworks on the Fourth of July between the hours of 9:00 am and 11:00 pm.

(3) The discharging or shooting of fireworks between the hours of 9:00 am on December 31 and 1:30 am on January 1.

(4) The discharging or shooting of fireworks in conjunction with a special event to the extent allowed under the terms of the permit issued by the Fire Chief and approved by City Council.

(5) The provisions of this chapter shall not include nor prevent the possession or use of toy cap pistols and toy pistol paper caps which contain not more than twenty hundredths (0.20) of a grain of explosive mixture and fireworks known as sparklers. The use and possession of such toy cap pistols, toy pistol paper caps and sparklers shall be permitted at all times.

(Ord. of 6/15/15)

EVENT SITE PLAN.....

The event organizer must provide a site plan sketch of the event footprint. The location of the following will need to be marked:

- Entrances
- Food
- Tents
- Amplified Sound
- Electric and Water Hook-ups
- Fire Hydrants
- Garbage and Recycling Receptacles
- Exits
- Alcoholic Beverage Vendors
- Stages
- Signs or Banners
- First Aid Stations
- Barricades
- Controlled Alcohol Consumption Areas
- Retailers
- Fire Extinguishers
- Bleachers
- Portable Restrooms
- Hazardous Materials

GROUNDS FOR DENIAL OF EVENT APPLICATION.....

The Special Event Application may be denied on one or more grounds for reasons including, but not limited to:

- The event applicant does not generate a compelling case for the event’s public benefit.
- The event applicant does not provide evidence of impacted property and business owner representation and support.
- Failure to submit an application within the periods outlined herein
- Failure to submit a complete application. A complete application addresses all “required” elements of the application.
- The applicant owes the City of West Columbia money from another event for services provided or because of damages to city property.
- The applicant is in arrears on business license or Hospitality Tax fees.
- City Staff has already received a completed application for the same date and/or space
- An event requiring street closures within ten (10) days of an existing event that also requires significant street closures.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes, and/or ABC licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to the health or safety of the public.
- The applicant cannot comply with applicable local, state, and federal license requirements for all or part of the planned event.
- The use or event is prohibited by law.
- The application contains material misrepresentation or fraudulent information.

WEST COLUMBIA RIVERWALK AMPHITHEATER RENTAL.....

These rules and regulations are established to ensure 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.

Amphitheater Rental Rates

AMPHITHEATER: *\$300/day (with power)

*\$250/day (without power)

APPLICATION FEE TO SELL ALCOHOLIC BEVERAGES: \$100 (non-refundable)

CATERING SPACE: No additional deposit is required

DATES WILL NOT BE RESERVED UNTIL A COMPLETED SPECIAL EVENT APPLICATION HAS BEEN SUBMITTED AND APPROPRIATE FEES HAVE BEEN PAID.

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

- If Police, Public Works, or Sanitation are required, additional fees must be paid
- All venue rental and alcohol fees must be paid in full upon submission of the application
- 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
- Rental Fees are 75% refundable with a 72-Hour cancellation notice. However, no refunds will be given due to unfavorable weather

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. No fee can be charged to persons visiting the public portion of the park.



The green space located inside the park is private property. The event organizer must request permission from the property owner to use the area. The property owner will require insurance naming them as additionally insured. Please contact Congaree Park Partnership at (803) 743-0600.

Requirements for Amphitheater Use

- The conduct of the activity proposed shall not substantially interrupt the safe and orderly activity of the Riverwalk Park or the safe and orderly movement of pedestrian and vehicular traffic
- General Riverwalk Park hours are from dawn to dusk. Special permitted events have hours as specified by the permit
- Vehicles are not permitted to stop or park except in designated parking, loading, or unloading zones
- The applicant is responsible for the group and is responsible for any damages incurred during the use of the facility
- It is agreed and understood that the applicant is solely responsible for the condition and cleanliness of the facility used during the term of the permit and agrees to return/leave the said property in the same condition as found
- The applicant 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 the event, unless otherwise authorized by the City of West Columbia. If items are not removed, items are subject to become the property of the City of West Columbia and/or

- incur rental fees during the time items remain on City property
- Applicant agrees to assume the 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, or by calling 911
- Applicant agrees that they 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

RIVER EVENTS.....

Events that include river activities may require permission from the South Carolina Department of Natural Resources (SCDNR) and the City of West Columbia Director of Planning, Engineering, and Water Plants.

If the event contains people participating in river activities, the Fire Chief may require that a Swift Water Rescue Team is employed to be on-site during the event.

FEES.....

City Services provided by Police, Fire, and/or Public Works will be quoted and invoiced after the event by the Events Coordinator. Events that will total more than \$500 in city services or rentals will require a 50% deposit to be paid when the MOU is signed. If the applicant is not in good standing with the city, the city reserves the right to require all fees paid upfront.

POLICE DEPARTMENT REQUIREMENTS.....

The Special Event Applicant shall be required to provide adequate security for the Special Event as directed by the Chief of Police.

The applicant may be required to hire sworn off-duty City of West Columbia Police Officers to provide security and ensure public safety. The cost for an off-duty Police officer is \$40 per hour for a minimum of three hours. Some components that may require security:

- Beer and Alcohol Sales
- Overnight Security
- Money Handling
- VIPs and Celebrity Attendance
- Stages
- Road Closures
- Special Event Areas
- Gates (Event Entrances/Exits)
- Private Parking Lots

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, signs, bags, volunteer

and police locations, and temporary road closures. The Police Department will determine the timeline for the closure of all venues.

FIRE DEPARTMENT REQUIREMENTS.....

The West Columbia Fire Marshal will need to certify and inspect all food and beverage vendors, tents and/or canopies, food trucks, hoods, stages, generators, and inflatables. The Fire Marshal may be required to be on-site during the entire event. The cost is \$40 per hour with a minimum of three hours per Fire Marshal.

If the event contains river activities, the Fire Chief may require the employment of a Swift Water Rescue Team to be on-site during the event. The cost for Fire Department personnel on-site is \$40 per hour with a minimum of three hours per person.

Fire Marshal Vendor Requirements are as follows:

- Cooking tents shall be separated from ALL other tents by no less than 20 feet
- When tents are used, they shall be certified that the material used has been made fire retardant by treatment in accordance with the “Standard Methods of Fire Tests for Flame Resistant Textiles and Films.” Ref. NFPA 701, NFPA 705, or CAN/ULC S-109-M. Polyester and nylon-type materials are not permitted to be used for cooking beneath or hanging decorative lights.
- All cooking areas shall be roped off with caution tape or safety barrier fencing to prevent the public from entering the cooking area(s)
- No storage of Propane (LP) containers within the tents or canopies or within 10 feet of the tents or canopies
- ALL LP containers over 21 pounds shall be inspected by an LP gas vendor before any event. All bleed-off valves shall be pointed away from the tents or canopies. A receipt of the inspection shall be submitted to the Fire Marshal’s office before being permitted to operate in the City of West Columbia
- ALL tents and/or canopies shall be secured and tied down with heavy-duty weights or by devices approved by the West Columbia Fire Department
- ALL carnival-type inflatable devices, Ex. Bounce House, shall be secured and tied down with heavy-duty weights or by devices approved by this office
- ALL generators shall be operated a minimum of 20 feet from any structure, tent, and/or canopy and must not be accessible to the public.
- ALL generators shall be roped off with caution tape or with barrier fencing

NOTE: Carbon Monoxide is produced wherever combustion is taking place.

Food Trucks/Trailers

ALL commercial cooking done inside of a “truck” or “trailer” shall have a minimum of a Type I Hood System with a current year inspected 2A 10BC Fire Extinguisher and a Class “K” Kitchen Extinguisher. If these items are not located in the truck or trailer at the time of the inspection, clearance to operate WILL NOT be given at the event or within the City of West Columbia.

Type I Hoods

Type I Hoods are designed to remove heat, smoke, condensation, and other greasy by-products of cooking. Type I hoods (commonly referred to as "grease hoods") capture the air above cooktops, deep fryers, grills, and open-flame stoves. The hood's filter captures grease and other contaminants before the air is exhausted to the exterior through a system of ducts. In many cases, these hoods are installed with a make-up air (MUA) device to ensure that enough fresh air is entering the building to “make up for” or replace the contaminated air that is being exhausted. Type I hoods require regular cleaning to prevent grease fires.

Type II Hoods

Type II Hoods are equipped to handle heat, steam, vapor, odors, and moisture from appliances that do not produce grease. For example, Type 2 hoods are used to exhaust the excess heat produced by ovens and commercial dishwashers. These hoods, also referred to as condensate hoods, help remove excess heat from the air, creating a more comfortable work environment for the individuals working nearby.

First Aid

If Emergency Medical Service (EMS) is not provided, a First Aid Tent must be provided with staff trained in First Aid along with an adequate First Aid Kit. The tent must be labeled with an approved First Aid sign.

Event Stages

All erected stages, no matter the size, shall be inspected by the Fire Marshal’s office before their use. At any time, the West Columbia Fire Marshal’s Office can require a certified third-party inspection of any stage with any incurred cost to be paid by the applicant for the required inspection. All documentation for the equipment to be used at the event is the responsibility of the applicant to have on hand at the time of the inspection for review. Any stage erected over 400 square feet shall be approved by the Fire Marshal and the Building Official a minimum of 10 working days before the event.

Temporary stage canopies over 400 square feet (37 m²) shall not be erected, operated, or maintained for any purpose without first obtaining approval and a permit from the Fire Marshal and the building official.

SANITATION/PUBLIC WORKS REQUIREMENTS.....

Applicants are responsible for creating a detailed cleanup plan for the event, including a sanitation and recycling removal plan. Cleaning and restoring the event site to its original state after the special event should begin within one hour after the event is concluded and continued until completion.

The cost of any employee overtime incurred because an applicant failed to clean and restore the site to its original state following the event, will be charged at a rate of \$30 per hour with a minimum of three hours for each city employee required to clean up after the event.

An off-duty Public Works employee to help with last-minute details may be required. The number of employees is determined by the Public Works Director and billed at a rate of \$30 per hour with a minimum of three hours.

The Public Works Department assists with trash/recycling receptacles, electrical, the placement of portable restrooms and sinks, sign placements, and stages. All city-provided equipment including trash and recycling receptacles will be billed at \$25 per unit.

CITY OF WEST COLUMBIA NON-DISCRIMINATION STATEMENT.....

The City of West Columbia does not discriminate on the basis of race, color, national origin, sex, religion, disability status, or age in the provision of services.