



City of Forest Acres
5209 N. Trenholm Road
Columbia, SC 29206
Phone # 803-782-9475
Fax # 803-782-3183

SPECIAL EVENT APPLICATION

Please submit application to Lynnsey Baker, Director of Communications and Community Engagement at lbaker@forestacres.net 60 days prior to the event date.

The following documents need to be submitted to start the review of the event:

- Completed Special Event Application
- Site Plan
- Traffic Control and Parking Plan
- Contract with EMS (if medical services needed)
- Applicable Additional Permits (including tent, signage, road closures, alcohol, etc.)
- Liability Insurance Certificate
- Copies of Vendor Insurance Policies

APPLICANT INFORMATION

Application Date: _____

Name of Applicant*: _____

**Applicant will be the sole contact for City personnel prior-to and on the day-of the event. Applicant will sign the application. If alternate point of contact is necessary, please inform the City no later than 3 days prior to the event.*

Sponsoring Group: _____

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

Relation to Sponsoring Group/Organization (if applicable): _____

Mailing Address: _____

Cell phone: _____ Work phone: _____

Email address: _____ Pref. Method of Contact: _____

EVENT INFORMATION

Event name: _____ Location: _____

Event Date (mm/dd/yyyy): _____ Rain date: _____

Hours of event: _____ to _____ Set-up Start Time: _____ Clean-up End Time: _____

Type of Event: _____ Estimated attendance: _____

Detailed explanation of event, it's purpose, and proposed use of Forest Acres property:

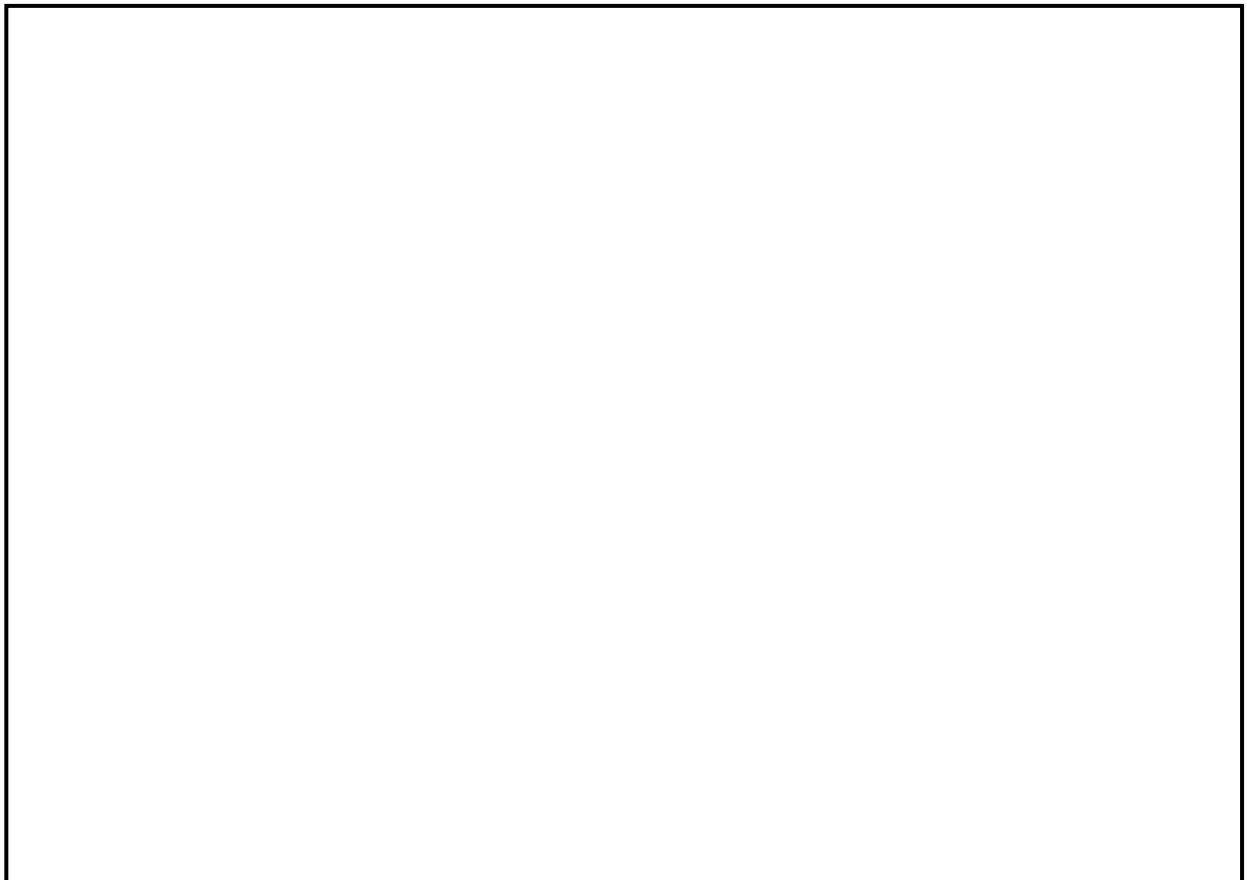
EVENT BREAKDOWN

Mark with an "X" all components that apply to your event:

☐ Admission Fee	☐ Bleachers	☐ Inflatables/Jump Castle	☐ Security/Police
☐ Alcoholic Beverage Vendors	☐ Banners/Signs	☐ Live Music	☐ Stages
☐ Animals	☐ Cooking Tools	☐ Portable Restrooms	☐ Storage Space
☐ ADA Compliant Restrooms	☐ Electricity/Generators	☐ Pyrotechnics	☐ Trailers
☐ Amplified Sound	☐ Fireworks	☐ Retail Vendors	☐ Tents, tables, etc
☐ Beverage Vendors	☐ Food Vendors	☐ Road Closures	☐ Other: _____

Site Plan:

Please provide a site plan sketch of the proposed Special Event. Note the location of entrances and exits, retail, food, alcoholic beverage vendors, tents, stages, bleachers, amplified sound, banners/signs, portable restrooms, electric and water hookups, garbage and recycling receptables, barricades, and any hazardous materials.



TRAFFIC CONTROL AND PARKING PLAN

If your event involves road closures, a parade, a procession, or more than one location, please provide a Traffic Control Plan to be approved by the Police Department. Include the required information below and any additional information that applies to your event. The Forest Acres Police Department is available to assist you in planning your traffic control plan. Please also refer to the Forest Acres Code of Ordinances 19.III

- Identify the proposed route to be traveled. Clearly mark the requested starting and finishing points. Clarify the direction of movement for the event.
- Outline routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include contact arrangements/plans to resolve potential conflicts with people trying to access residences, businesses, places of worship, public facilities, public transportation, and any other situations that will be affected by the event.
- Indicate whether the event will occupy all or a portion of the street(s) requested for use.
- Designate proposed locations for barricades, signs, and police/volunteers. This portion of your Traffic Control Plan may be supplemented with the assistance of the Forest Acres Police Department after initial submission of the application.

**Please note: The City of Forest Acres Police Department has final discretion over your Traffic Control Plan, including but not limited to the placement and number of all barricades and signs, and emergency accessibility.*

Road Closures:

Will road closures be necessary? ☐ Yes ☐ No

If yes, please indicate which of the following may affect traffic or normal use of an area:

___ Run/Walk ☐ Pedestrian Gathering

___ Bike/Wheeled Race ☐ Other: _____

___ Parade, Procession, or March

Start Location: _____ Finish Location: _____

Street Name/Road Closure	From	To	Date/Time to Close	Date/Time to Open

Parking Information:

Estimated Number of Vehicles: _____

Brief explanation of the anticipated parking scenario and exit plan:

Does the event restrict access to private or public parking lots or driveways?

☐ Yes

☐ No

**Please indicate the lots to be closed and time of closure. Attach additional sheets if necessary. **

Lot/Driveway Description	Lot/Driveway Location	Date/Time to Close	Date/Time to Open

If lot closures are requested, the applicant must provide a signed letter of consent from the private parking lot owner(s). This may require the event applicant to lease the lot, pay for relocating the occupants, or reimburse the property owners for any loss of revenue.

Resident/Business Notification

In the case of events that require road closures or may cause disruptions for City of Forest Acres residences, businesses, or churches, notification must be promptly provided to the affected parties of the event prior to the event. Notices must reflect the date (s), day (s), location (s), types of activities taking place during the event, and event coordinator contact information. The notice must give detour or alternate route information if normal access is affected.

Applicant must certify in writing that all property owners, managers, or leases adjacent to any proposed closure areas have been notified of the event's schedule, site plan, and noise impact.

**This information must be provided at the time of application submittal.*

ENTERTAINMENT

Performing Rights and Licenses: The permit holder is solely responsible for all contracts and agreements. The City has no responsibility for any performances, or their contract and agreements connected with the event.

Will your event include entertainment?

☐ Yes

☐ No

Will a stage or stages be used?

☐ Yes

☐ No

If yes, how many? _____

PLEASE INDICATE LOCATION AND SIZE OF EACH STAGE ON SITE PLAN

Who is responsible for set up and take down? _____ -

When will the stage be set up?

Date: _____ Time: _____

When will the stage be removed?

Date: _____ Time: _____

Will amplified sound be used?

☐ Yes

☐ No

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

**Please see City of Forest Acres Code of Ordinance, Chapter 10 § 10-11 for more information on the City's noise ordinance.*

EVENT SIGNAGE

Will signage be used prior to and/or during the event? ☐ Yes ☐ No

If yes, how many? ☐ Yes ☐ No

If yes, who is responsible for set up and removal? ☐ Yes ☐ No

PLEASE INDICATE THE LOCATION AND SIZE OF EACH SIGN ON SITE PLAN

ELECTRICAL NEEDS

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites.

Will electricity be needed? ☐ Yes ☐ No

If yes, how will power be supplied? (Check all that apply)

___ Generators

___ Electrical Service supplied by the City

___ Other: _____

Use	Location	Voltage/Amperage

SAFETY

Security/Police

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 Forest Acres Police Department (if not applicant):

Name: _____ Phone: _____

Fire Safety

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:

Emergency Medical Services

Will first aid kits be available during the event? ☐ Yes ☐ No

Will Emergency Medical Services be provided? ☐ Yes ☐ No

If yes, what company is providing service?

When will EMS arrive? Date: _____ Time: _____

When will EMS leave? Date: _____ Time: _____

PLEASE INDICATE LOCATION OF EMERGENCY SERVICES ON SITE PLAN

VENDORS

Food Vendors:

Will there be food vendors and/or cooking areas? ☐ Yes ☐ No

Will food vendors be cooking with grease or an open flame? ☐ Yes ☐ No

PLEASE INDICATE LOCATION OF FOOD VENDORS ON SITE PLAN

Vendor	Description	Contact

Amusement Rides and Inflatables Vendors:

Will mechanical rides or inflatables be used? ☐ Yes ☐ No

Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing the rides/inflatables will need to provide the City with evidence of insurance.

PLEASE INDICATE LOCATION OF VENDORS ON SITE PLAN

Vendor	Description	Contact

Restroom Vendors:

Will portable restrooms be used? ☐ Yes ☐ No

If yes, how many? _____ How many restrooms are ADA compliant? _____

If yes, what company is providing them? _____

What is the company's phone number/best contact? _____

Equipment Set-up? Date: _____ Time: _____

Equipment Pick-up? Date: _____ Time: _____

PLEASE INDICATE LOCATION OF RESTROOMS ON SITE PLAN

ALCOHOL SALES AND CONSUMPTION

It is illegal to sell, possess, and/or consume any alcoholic beverages, beer or wine, except as specifically authorized by permit or license of the South Carolina Department of Revenue, Alcoholic Beverage Licensing Division on City property. A special SC Temporary Beer and Wine Permit must be obtained for alcohol sales.

Will alcoholic beverages be sold or served at the Special Event?

___ Yes, it will be sold. ___ Yes, it will be served at no charge.

___ No, it will not be available at all. ___ Other: _____

What type of alcohol will be served and consumed? ☐ Liquor ☐ Beer ☐ Wine

Who will serving the alcohol?

___ N/A ___ Licensed Bartenders

___ Volunteers ___ Staff

___ Caterer ___ Other: _____

When will alcohol be served? Start time: _____ Finish time: _____

Please indicate the location of alcohol sales on Site Plan

SANITATION NEEDS

The size of the event area, expected attendance, food sales, and more will affect the number of roll carts/trash cans and recycling bins needed. Based on these criteria, the City's Public Works Department will make the final determination on the number of roll carts and recycling bins that are required.

Will the City need to provide rolls carts/trash cans and recycling bins? ☐ Yes ☐ No

If yes, provide the following information:

Delivery Location (along with sketch on Site Plan): _____

When to deliver? Date: _____ Time: _____

When to empty? Date: _____ Time: _____
When to pick up? Date: _____ Time: _____

PUBLIC PROPERTY CLEAN UP

Applicants are responsible for cleaning and restoring the site after the Special event. Clean-up of public property will be held to the standards set by the City of Forest Acres. The cost of any City of Forest Acres employee overtime incurred because of the applicant's failure to clean and restore the site, will be the responsibility of the applicant.

What is your clean-up 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

When should clean-up personnel arrive? Date: _____ Time: _____

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. All insurance shall include coverage for bodily injury and property damage and provide for minimum limits of \$1 million per occurrence and \$2 million in the aggregate. The City Administrator may, in his discretion, approve lower minimum limits for events that do not include alcohol or parades.

GENERAL VENDORS:

- Commercial General Liability Policy adding the City of Forest Acres as "additionally insured" on your insurance policy.
- The Certificate of Insurance or Evidence of Certificate of Insurance must be emailed to [insert here] 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 Forest Acres as "additionally insured" on your insurance policy.
- The Certificate of Insurance or Evidence of Certificate of Insurance must be emailed to [insert here] 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 Forest Acres as "additionally insured" on your insurance policy.

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

LIABILITY INSURANCE

The City of Forest Acres requires that any organization/group sponsoring any event at a City owned property or right of way provide the City of Forest Acres with evidence of insurance as outlined. The City of Forest Acres does not provide nor obtain insurance coverage for any event. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

INDEMNIFICATION AND HOLD HARMLESS CLAUSE

I, the undersigned, on behalf of myself and my applicant organization (if applicable), **HEREBY AGREE TO INDEMNIFY AND FOREVER HOLD HARMLESS** the City of Forest Acres, its employees, agents, departments and elected officials, from and against any and all claims, liabilities, losses, injuries, damages, demands, actions and expenses, including reasonable attorney's fees, which may hereafter be made or instituted against the City, its employees, agents, departments and/or elected officials, arising out of or relating to the foregoing special event, including but not limited to the rental and occupancy of Forest Acres public property. The indemnity provided for herein shall apply to any indemnified matter caused, occasioned or contributed to, in whole or in part, in any manner directly or indirectly, by reason of any act or omission of the applicant, its organizers, officers, anyone under the applicant's direction or control or acting on its behalf, or any attendee of applicant's special event, but not including any matters caused by the sole negligence of one or more indemnified party. 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 Forest Acres 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, or gratuitous sex and violence

Applicant's Signature

Date Signed

Applicant's Name (Printed)

Organization

AUTHORIZATION

I have read and understand the requirements and regulations included in this permit application and the City of Forest Acres Code of Ordinances as they relate to Event Policy. Our event will abide by these guidelines. I confirm that the information provided in this application is true to the best of my knowledge.

Applicant's Signature

Date Signed

Applicant's Name (Printed)

Organization

QUESTIONS

Please call 803-782-9475 or email [insert here] with questions regarding the event application or approval process. Thank you for your application and interest in holding your event in the City of Forest Acres.