



SPECIAL EVENT APPLICATION
Moncks Corner Community Development



Event Organizer / Primary Contact

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Property Owner Information (If Different)

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Event Information

Name of Event: _____

Location of Event: _____

Event Website: _____

Date(s) and Time(s) of Event: _____

Describe the event. Please be thorough: _____

Has this event been held in Town previously? YES NO

If Yes, Please Describe: _____

Hold Harmless Clause

Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the Town of Moncks Corner from any penalties for violation of law, ordinance, or regulation affecting its activity and from any claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts of omissions of permittee or its officers, agents and employees.

I confirm that the information provided in this application and all attachments is true to the best of my knowledge

Owner's Signature: _____ Date: _____

Organizer's Signature: _____ Date: _____

For Official Use Only

Received: _____ Building Official: _____

Public Service: _____ Fire: _____

Police: _____ Events & Mktg: _____

Special Event Application

Purpose

The special event form shall be used for events with all of the following:

- Event is located outside of any permanent structure
- Event will have attendance of 100 or more people
- Event includes erecting bleachers, grandstands, stages, tents, and/or membrane structures (i.e. tents).

Pyrotechnic events shall use this form regardless of the number of participants.

This form shall be submitted 30 days prior to the event.

Application Approval Process

Completed Special event Applications shall be submitted 30 days prior to the event to the Town of Moncks Corner Building Official. All applications shall be reviewed by the Town's Special Event Committee. During the review process, the committee will work with the event organizer to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. Please note that acceptance of this application and any associated fees does not imply approval of event.

The following documents will be necessary to complete the review process:

- Completed Special Event Application
- Liability insurance certificate
- Site plan sketch (drawn to scale, or provide measurements)
- Route and traffic plan (if applicable)
- Contract with Moncks Corner Police Department, Moncks Corner Fire Department, Berkeley County EMS
- Tent permits, signage, road closure, fireworks, alcohol, etc.
- Emergency evacuation plan (if applicable)
- Floor plan for all membrane/tent structure
- On the sketch plan show emergency vehicle access routing

Business License

All vendors must possess a business license issued by the Town of Moncks Corner

Safety / Security / Crowd Control

Applicant may be required to hire off-duty Moncks Corner Police Officers to ensure security, public safety, and crowd control. For all events with 1000 persons or more, off-duty Moncks Corner Police Officers shall be hired to provide crowd control. There

shall be one officer for every 250 persons. A contract shall be signed prior to issuance of a special event permit.

What type of security will be required?

- Alcohol Security
- Road Closures
- Stage Security
- Building Security
- Crowd Control
- Event Area
- Money Handling Security
- Gate Security
- Overnight Security
- Other

When will police arrive? Date: _____ Time: _____

When will police leave? Date: _____ Time: _____

Restroom Facilities, Sanitation Needs, Property Clean- up

Portable toilets shall be provided at a rate of (1) per 250 attendees, 10% of which shall be handicap accessible. Sanitation needs shall be the responsibility of the event organizer. Locations of all restroom facilities, garbage receptacles shall be identified on the sketch site plan. Property clean-up is the responsibility of the event organizer.

Rain Plan

What is the rain plan for the event?

- Event will continue as planned no alterations.
- Event will be cancelled
- Event will take place at an alternate location.
- Event will take place at a date TBD

Please provide details of rain plan.

Electrical Requirements:

Electricity is not required for this event.

Electrical service required beyond that which is generally available must be arranged and provided by the applicant. Restrictions may apply to specific sites. All electrical equipment and set up must comply with the current edition of the National Electrical Code as adopted by the State of South Carolina Building Codes Council. All electrical generators shall be a minimum of 20 feet from all tents, and shall have a perimeter barrier to prevent access by unauthorized individuals. Barriers may be as simple as caution tape outlining the area.

If yes how will electricity be provided?

Generators Site specific receptacles and devices Other

Entertainment

Does not apply to my event.

Will your event include entertainment?

yes no (If yes attach an event(s) schedule)

Will a stage be used? yes no If yes how many? _____

Please indicate the location of all stages on your sketch plan. Attach additional sheets if necessary.

Who is the vendor supplying stages? _____

Who is the vendor that is providing sound equipment? _____

The Town of Moncks Corner reserves the right to limit the sound amplification equipment so it will not unreasonably disturb non-participating persons around the event. See the Town’s Noise Ordinance 20-101 for more information. A special event permit should not be mistaken for acceptance of noise levels that exceed the Town’s Noise Ordinance.

Temporary Structures:

Temporary structures include all enclosed tents that are equal or exceed 400 square feet, bleachers, barricades, gazebos, arbors, or any such structure that is erected on site for purpose of the event. Consumer retail tents shall not be joined in any way. Open tents with a maximum square footage of 700 feet shall be exempt from inspection unless there is a cooking operation near or inside of the tent. All structures shall be inspected and approved prior to being made available for public use by Moncks Corner Fire Department personnel, and Town of Moncks Corner Building Department personnel. All tents with cooking operations near or within the tent regardless of size, shall be inspected and approved before use.

Tents

Tents will not be used during this event.

**** No smoking signs shall be posted inside of all enclosed tents ****

If tents are to be used who is the vendor? _____

Is the vendor responsible for set-up and removal? yes no

If the vendor is not responsible for set-up and removal who is?

Please indicate the location of all tents on the site plan sketch. Attach a table showing which vendor will be at which tent, the tent size, and if cooking is going to take place within the tent or if there is a cooking station outside the confines of tent enclosure.

All tents placed on hard surfaces shall be anchored with sandbags, water barrels, or other weighted systems. Drilling into pavement or concrete is strictly prohibited.

Tent Requirements

Occupant Load	Number of Exits	Min. Width of Exits	
		Tents	Membrane Structures
10-199	2	72	36
200-499	3	72	72
500-999	4	96	72

Enclosed temporary structures

Exits shall be spaced equally around the perimeter of the tent or membrane structure. There shall be no travel distance to an exit in excess of 100 feet.

Enclosed tent and membrane structures shall be provided with illuminated exit signs for all tents with two or more exits. Emergency lighting shall be provided for all exit locations.

Tent separation distances

There shall be a minimum of 20 feet between all tents for access by emergency responders. This area shall be free of all guidelines or other obstructions.

Heaters, Air Conditioning, Propane

Heaters/air conditioning shall at no time be placed within temporary structures.

Only heaters and air conditioning that are approved for membrane structures shall be used.

Construction type propane heaters shall be prohibited.

Propane containers shall be secured from accidental tipping and shall be placed a distance of 10 feet from all membrane structures. Propane tanks shall also be barricaded from public access.

Event Signage

Signage will not be used during this event.

All signage and placement shall be approved by Town of Moncks Corner Community Development personnel.

If signs are to be used who is responsible for removal?

Name	Phone	E-Mail
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Vendors

Prior to beginning operations, all vendors must obtain a business license from the Town of Moncks Corner Business Licensing Department located at 118 Carolina Ave, Moncks Corner, SC 29461. For additional information, please call 843-719-7900.

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 attach an additional sheet to list all vendors participating during this event, including all contact information

Amusement rides and inflatables

Amusement rides and inflatables shall not be used during this event.

Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing these items will provide the Town of Moncks Corner with evidence of insurance.

What is the name and contact information for the vendor(s) providing amusement rides and inflatables?

Alcohol Sales and Consumption

does not apply to this event.

It is illegal to serve alcohol beverages, unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. If alcohol is to be sold during the event a copy of the vendor(s) license shall be submitted with this application. Permit with serving hours must be posted.

What types of alcohol will be available during the event?

Beer Wine Liquor

Who are the vendors providing alcohol?

Vendor name _____ Contact information _____ Type of alcohol providing _____

When will alcohol be served?

Start: Date: Time:

Finish: Date: Time:

First Aid/Medical Services

First aid services will not be provided for this event.

If first aid is being provided what company will provide the services? _____

When will EMS arrive: Date: _____ Time: _____

When will they depart: Date: _____ Time: _____

Hazardous Materials and Pyrotechnics

There will no hazardous materials or pyrotechnics during this event.

There will be hazardous materials as defined by this document at this event.

There will be pyrotechnics at this event.

Hazardous materials include the following:

- Deep fat fryers Propane Portable Heaters
- Butane Gasoline Helium
- Diesel Tanks

Pyrotechnics:

The company providing pyrotechnic service must submit an application to the State of South Carolina Fire Marshal’s Office for a State Fireworks permit and provide a copy along with this application. A site inspection of the launch area must be completed by Moncks Corner Fire Department. In addition the Moncks Corner Fire Department may forbid the use of pyrotechnics on a case-by-case basis in times of severe drought.

An application for approval must also be submitted to the Town of Moncks Corner Building Department.

What is the name of the company providing the pyrotechnics?

When will fireworks/pyrotechnics start?	Date:	Time:
When will fireworks/pyrotechnics end?	Date:	Time:
When will the Fire department arrive?	Date:	Time:
When will the Fire Department depart?	Date:	Time:

Site Plan

Provide a site sketch plan (drawn to scale or provide measurements) of the event depicting an overhead view of the entire event festivities, and area. When diagraming the entire event venue include street names and areas that will encompass the event. The plan should include the following information (if applicable):

- | | |
|----------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Tents (include sizes) (X) | <input type="checkbox"/> Food vendors (FV) |
| <input type="checkbox"/> Beverage vendor (BV) | <input type="checkbox"/> Alcoholic beverage vendors (A) |
| <input type="checkbox"/> Portable toilets (T) | <input type="checkbox"/> Accessible toilet (AT) |
| <input type="checkbox"/> Stages or amplified sound (SO) | <input type="checkbox"/> Bleachers (BL) |
| <input type="checkbox"/> Retail merchants (RM) | <input type="checkbox"/> First aid and EMS (FA) |
| <input type="checkbox"/> Garbage receptacles (G) | <input type="checkbox"/> Barricades (B) |
| <input type="checkbox"/> Trailers, vehicles, storage facilities (ST) | <input type="checkbox"/> Fire lane (FL) |
| <input type="checkbox"/> Signs or banners (S) | <input type="checkbox"/> Police (P) |
| <input type="checkbox"/> Generator/electricity (E) | |

Route and Traffic Plan

- Road closure will not be required for this event.

In the event of road closure, the event organizer is responsible for securing approval to close roads from the Town of Moncks Corner.

Please indicate which of the following may affect traffic or normal use of the area.

- | | |
|---------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Run/Race | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Bike | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Pedestrian Accessibility | <input type="checkbox"/> Participant Gathering |
| <input type="checkbox"/> Other | |

Start location: _____

Finish location: _____

If your event involves road closures, parade, other procession, or more than one location, include a Route and Traffic Plan as part of the application submittal. Include the below required information and any additional information that applies to your event. When planning a moving route, the Moncks Corner Police Department is available to assist you in planning your route.

- The proposed route shall include the requested start and termination point. Please also clarify the direction of movement of your event.
- 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 planned arrangements to resolve conflicts with people trying to reach residences, businesses, and public facilities.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs, and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the Moncks Corner Police Department.

Please note: The Moncks Corner Police Department has the final discretion over your Route and Traffic Plan, including but not limited to the placement and number of barricades, signs, and police/volunteer locations.

Indicate which roads are to be closed. Attach additional sheets if necessary.

Street Name	Section of Street to Close	Date/Time to Close	Date/Time to Reopen

Applicant must post “No Parking” signs along roads where public parking spaces exist within the event site. Signs need to be removed at completion of the event.

Events that affect the areas residents

Event organizers shall be responsible for notifying area residents of the event, road closures, and any other event activities that may adversely affect area residents. An outline identifying how local residents are to be notified shall be part of this application submittal.