



## City of Georgetown Special Events Policies and Procedures

### Introduction

The City of Georgetown's Special Event Policy is designed to standardize events held in the community so they are executed with the safety and health of the participants, the protection of public property, and the impact on non-participating citizens taken into account. These guidelines are authorized under Chapter 20; Article VIII and other related provisions of the City of Georgetown Code of Ordinance.

The City of Georgetown 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.

### Overview

Individuals, organizations, and agencies wishing to conduct public gatherings on City property and public rights of way must obtain approval in advance through the City of Georgetown. Events as outlined below require City approval and oversight if they are to occur on city property or public roadways.

The Special Events Committee, comprised of City of Georgetown department representatives, will review your application for compliance with City guidelines. Upon review for zoning compliance and approval by the Special Events Committee, the City will issue a Special Events Permit which may include Memorandum of Understanding (MOU) outlining the responsibilities of all involved parties.

NOTE: Special Event permit 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 other permits/approvals required for temporary structures (cooking tents and other tents over 200 square feet), zoning compliance, signs, etc. Please contact the City's Building & Planning Department for information on additional permitting requirements.

### Event Criteria

The City of Georgetown encourages events that educate and expose the public to a range of diverse and rich cultural experiences. Events that contribute economic and social benefits to the community, including those that promote tourism, showcase local talent, invigorate community spirit and revitalize neighborhoods are aligned with City goals. However, keep in mind that the acceptance of this application does not imply automatic approval of your event.

All approved events will be categorized as an event classification, either I, II or III, depending on the need for exclusive use of an area, size of the event, impact of the event on citizens and businesses, and other variables.

City-sponsored events will take priority in use of any city property or public rights of way. Events which have been held the previous year take priority over newer applicants for the same time and location upon the condition that prior year events have satisfied all financial obligations to the City. This right is revoked if the established event previously failed to comply with guidelines set forth in the Special Event Policy and Memorandum of Understanding.

The general intent of special event is to promote the city, stimulate existing businesses, educate, celebrate an event, preserve and protect local history and culture, instill community pride or generate funds for eleemosynary community organizations. An event held for the primary purpose of advertising a product or goods of services, or benefiting a private business or individual is explicitly referenced in the City Code of Ordinance as a reason for denial of a special event permit.

Items considered in the review process include, but are not limited to:

- General risk to health, safety and welfare to the participants in the event and to the citizens of Georgetown
- Compliance with applicable city, state and federal laws
- Whether the event supports the City's strategic goals and public purpose objectives
- Nature of the event, and how it will serve the community of Georgetown
- Availability of similar facilities provided by private sector enterprises
- Whether the event will generate positive media exposure for the community
- Impact of event on neighboring residents and properties
- Impact and/or cost of the event on City property, support services and holiday schedules
- Risk posed to the City due to the nature of the event
- Impact upon non-participating citizens
- Compatibility of event with requested location
- Dates and times during which the event will occur
- Number of participants
- Parking availability
- Adequacy of adult supervision for minors
- Frequency of the event or similar event(s)
- Applicant's experience and capacity to produce the event as planned.
- Past compliance with Special Event Policy and Memorandum of Understanding

There may be other factors taken into consideration in determining whether or not the event is appropriate for the City of Georgetown.

**It is the onus of the applicant to detail the nature and duration of the event and demonstrate how the event will benefit the general welfare of the city. In deciding whether to issue a special event permit, the city shall balance the stated civic purpose of the event against the inconvenience to the public of closing street and sidewalks and against the cost to the city of ensuring the public health, safety and welfare which is attendant to the special event.**

**Compensation for City Staffing**

Applicant may be required to hire off-duty City of Georgetown staff to provide service. Approval to waive these fees will be at the discretion of the City Administrator. See Special Event Fee Schedule for current staffing costs.

**Event Classification**

EVENT CLASSIFICATION	ANTICIPATED NUMBER OF PARTICIPANTS	IMPACT TO RESIDENTS & BUSINESSES	CITY SERVICES NEEDED	ROAD CLOSURE	SELL/SERVE ALCOHOL	DEADLINE FOR SPECIAL EVENT APPLICATION
<b>CLASS 1</b>	<b>&lt; 100</b>	<b>None</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>15 days prior</b>
An event would qualify as CLASS I if ALL of the above associated conditions are met (significant impact, city services, road closure, and alcohol availability).						
<b>CLASS 2</b>	<b>100 – 200</b>	<b>Minimal</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>30 days prior</b>
An event would qualify as CLASS II if ANY of the above associated conditions are met (significant impact, city services, road closure, and alcohol availability).						
<b>CLASS 3</b>	<b>300+</b>	<b>Significant</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>30 days prior</b>
An event would qualify as CLASS III if ANY of the above associated conditions are met (significant impact, city services, road closure, and alcohol availability).						

NOTE: CLASS II and CLASS III events may require applicant to have a pre-event meeting with representatives of City departments (police, fire, electric, public services, etc.) to review issues that would need to be addressed with the proposed special event application. It is preferable that the meeting occur before the application deadline to allow the applicant to make revisions or modifications to the plan. The City is willing to assist applicants as early as needed in their planning process to help ease the permitting process.

Failure to submit a Special Event Application in the specified time frame prior to the event may result in the event application being denied by the City of Georgetown. Approval to consider applications submitted outside the required timeframes will be at the discretion of the City Administrator.

**Event Types**

Event Type	Definition
<b>Block Party</b>	A private outdoor gathering organized by the residents of a neighborhood on a public street which involves the closure of a street and may include live or taped music and the distribution of food and beverages.
<b>Street Fair</b>	Any festival, concert, or other announced public gathering upon any public street, right-of-way or property of the city. Street fairs normally occur in a commercial district with the intention of attracting participants from outside of the area.
<b>Park Events</b>	Events that occur in a city parks or facilities and do not require closing of streets
<b>Marine Event</b>	Events that occur at city docks or boat landings and do not require closing of streets.
<b>Parade</b>	A parade, march, ceremony pageant or procession of any kind moving upon any public street or sidewalk of the city which does not comply with normal traffic regulations.
<b>Foot Race/Walk</b>	A foot race, walk or wheeled race over a course that includes public streets or sidewalks.
<b>Filming</b>	Any filming of movies, commercials, documentaries and other motion pictures, video projects, or commercial photographs upon any public street, right-of-way or property of the city.

Peaceful picketing in the furtherance of a lawful purpose is allowed in the city without a permit being required, provided the picketing meets certain conditions (Sec. 20-129 of City Code of Ordinance)

**Special Event Approval Process**

In order to quickly and efficiently review each Special Event request submitted for approval, the City has developed the following special events approval process.

***Step 1: Submit Special Event Application***

The event organizer of a special event submits the Special Event Application, detailing the event and specific needs for City services (trash cans, police, park facilities, event set up/clean up, etc.). Depending on the type of event, more detail will be required as outlined in the application. A checklist is included in the application to ensure all necessary information is provided.

***Step 2: Application Review***

Completed Special Event Applications will be reviewed by the Special Events Committee, which consists of representatives from the appropriate City departments. 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. In some cases, approval from the City Administrator’s office may be required.

***Step 3: Event Memorandum of Understanding (MOU)***

Upon approval of the event, the Special Events Committee will draft a written MOU to set the terms and conditions under which the event will be allowed to operate. The MOU will be delivered to the applicant and a signed copy of the MOU, along with other pending documents must be returned to the City’s Special Events Coordinator within 5 business days

of initial receipt. Delays in providing these items may result in a delay of the review process and eventual approval. Due to the changing components of an event, special event permits are issued only a few days in advance of the event date. The final signed Memorandum of Understanding will serve as the Special Event Permit.

### **Denials and Appeals**

The City will act on applications as expeditiously as possible, notifying the applicant by mail of the decision. If the application is disapproved, the reasons will be set out in writing. The City Administrator may authorize an alternative location, date, route or under different conditions from what was requested by the applicant. In event of a denial of the application, the applicant has the right to appeal to City Council. The appeal shall be perfected by giving notice thereof to the Mayor within forty-eight (48) hours after the notice of the denial of the permit. *It is suggested that a copy of the notice to appeal be provided to the City Clerk or City Administrator to ensure receipt in accordance of the ordinance provision.* The City Council will act upon the appeal with reasonable promptness under the circumstances.

### **Guidelines and Considerations**

1. In order to ensure the protection of the City of Georgetown, its businesses, and citizens, the City of Georgetown may refuse an application, or require alterations to an approved application.
2. Event times may be changed at the sole discretion of the City due to weather, infrastructure requirements, and repairs to utilities, participant behavior, and other considerations of safety for persons, property and good public order. For the same reasons, approval may require additional conditions, dates, locations, and time limitations.
3. Except as provided by law, the City of Georgetown and South Carolina Department of Transportation is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks, and other facilities for special events.
4. If blocking a street is necessary, the event coordinator must provide public notification to all businesses and residents affected by the event no less than five (5) business days before the event.
5. Any misrepresentation in an application submitted to the City of Georgetown or deviation from the final terms and conditions described on the application or on the Permit/Memorandum of Understanding may result in immediate revocation of approval or closure of event.
6. If you are given approval by the City for your event, you will be subject to all City, State, and Federal laws and regulations as they apply to the event. Failure to comply will result in revocation of approval or closure of event.
7. Event organizers will be responsible for ensuring vendors comply with all South Carolina taxing requirements and SCDHEC food safety regulations.
8. The Event Coordinator must have a copy of the final signed Memorandum of Understanding **on site** at the time of the event to serve as the Special Event Permit.

### **Safety, Security and Other Concerns**

Police officers may be required to provide traffic and crowd control and on-site security. The Special Event Committee will coordinate with the Police Department to determine the number of officers needed. Once that information is established, the event applicant will be responsible for

contracting with the Georgetown Police Department at the current hourly rate as set forth in the then current Special Event Fee Schedule. Payments for Safety and Security services are required to be paid in full prior to the event.

In the event of a road closure, the event organizer is responsible for securing approval to close roads from the Georgetown Police Department. Please contact the Georgetown Police Department to discuss the closures and to obtain information regarding the closure of state roads.

Event organizers may be required to coordinate with the City Fire Department to provide a suitable plan for emergency vehicles to gain access to the area. The City Fire Department will also ensure that all fire codes are complied with, including fire safety guidelines for outdoor cooking.

Provision of Emergency Medical Services (EMS) may be required onsite where there is potential risk to participants, officials, or the public. Accordingly, a first-aid or emergency services plan is required to be included in the Special Event Application.

The City's Building Official is responsible for compliance with City adopted codes, including provisions for signs, temporary structures (tents), ingress/egress, electrical wiring and connections. Please contact the Building & Planning Department for clarification on permitting and inspections.

Event organizers may be required to coordinate with City Electrical Department for electrical needs for the event, access to public electrical outlets, and a plan for Electrical Department workers to access to equipment in case of an power outage.

Event organizers shall demonstrate in their application a suitable plan for maintaining trash collection, providing public restrooms, and restoring the City's property to its proper condition. A surety bond may be required. Event organizers may be required to contract with the City's Public Works Department with additional fees for City services including roll carts, dedicated trash service or matron service. Payment would be required to be paid in full prior to the event.

In addition to food safety codes and regulations administered by SCDHEC, Federal Occupational Safety & Health Administration (OSHA) guidelines must be followed for general safety and event setup is subject to inspection by the City of Georgetown.

### **Discrimination**

Events held on City property and public rights of way must not discriminate on the basis of race, color, religion, sex, age, national origin, familial status or disability.

### **Liability Insurance**

All applicants are required to sign the hold harmless clause included in the Special Event Application to indemnify the city in the event it is held liable for any injuries or damage as a result of the event.

In addition, the City may require proof of public liability insurance in an amount equal to the city's liability under the Government Tort Claims Act of the state. Generally, this will be \$1,000,000 minimum per occurrence, but may be increased depending on the size of the event and activities provided. A certification of insurance (ACORD) form may be used to submit this information to the

City. The policy must include coverage for the special event activity and must name the City of Georgetown as a certificate holder on the policy.

Liquor liability insurance coverage is required if alcohol is to be served. Generally, this will be \$1,000,000 minimum per occurrence, but may be increased depending on the size of the event and activities planned. The proof of insurance must be submitted to the City at least 10 business days prior to the event to allow for verification of coverage.

**City of Georgetown does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.**

#### **Hold Harmless Clause**

Applicant will be required to sign the hold harmless clause included in the Special Event Application. The clause states:

*Applicant/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 Applicants operation. Applicant hereby expressly agrees to defend and save the City of Georgetown harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly 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 Applicant, or its officers, agents and employees.*

#### **Alcohol Sales and Consumption**

It is illegal to serve or sell beer, wine or liquor on any City Streets unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. You should allow a minimum of 30 days to secure a SC Temporary Beer and Wine Permit. Contact SC Department of Revenue and Taxation at [www.sctax.org/tax/abl](http://www.sctax.org/tax/abl) or (803) 734-1401 for information regarding the regulations relating to the permitting process. **Only bona fide nonprofit organizations may apply for a SC Temporary Beer & Wine Permit.**

Alcohol sales and consumption at the event will affect the number of police officers needed. All events serving or selling alcohol will be required to serve or sell a non-alcohol beverage alternative.

The following items must be posted at the sale locations:

- SC Temporary Permit
- Sign stating "We reserve the right to re-check ID."
- Sign with serving hours and last call time

It is illegal (SC State Law) to take alcohol from a business with an on-premise license into a special event area on public property.

City ordinances prohibit the sale and distribution glass containers on the public right-of-way, and no patron may carry a glass container on the public right-of-way during a special event. It is unlawful for any vendor to sell beverages in glass containers for off-premises consumption at special events.

A restaurant with an encroachment permit that allows food and alcohol on the public sidewalk may continue to provide food and alcohol for customers sitting at the tables as specified in their encroachment application. However, use of glassware and bottles will be temporary prohibited during a special event that is adjacent to the encroachment area. Also, there needs to be a visible delineation (barriers, crowd control rope, etc.) between the business encroachment area and the special event. And the drinkware used by the restaurant cannot be the same as the special event (i.e. different cups).

If alcohol is served at your event, liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Georgetown must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City.

### **Business Licenses**

The Organizer shall be responsible to ensure that all vendors hired to support the Organizer's event also have a City of Georgetown Business License. This includes but not limited to caterers; tent, tables and chairs rentals; florists and musicians. The Organizer will be held financially responsible for any vendor found not to have a valid business license.

### **Fireworks Permit**

The company providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks permit and provide a copy to the Georgetown Fire Department at least 30 days prior to the event.

### **Road Closure**

In the event of a road closure, the event organizer is responsible for securing approval to close roads from the City Police Department. Many roads within the City are state owned, which will come under the preview of SCDOT.

### **Vendor and Food Sales**

In accordance with provisions of the Memorandum of Understanding, it is the City's policy to allow the sale of food, beverages and event-related merchandise on City-owned or City- controlled property during special events.

The event organizer is responsible for procuring vendors for the event, and must provide to the City a list of food and beverage vendors and event-related merchandise that will be sold during the event, as well as any electric or water needs for each vendor. The event organizer can regulate the vendor participation within their permitted special event area. The event organizer must also provide a diagram showing the proposed location of each vendor. The City requires this information 10 business days prior to the event. The City reserves the right to exclude any vendor from using City facilities which in its sole discretion is selling a product or service which is contrary to the safety, health or welfare of the public. The City also reserves the right to modify the proposed

location of any vendor. All vendors must process a valid business license. Vendors not having a business license must secure a temporary license from the City's Business License Department prior commencing operations.

If your organization is selling items, you must obtain a City of Georgetown business license through the City's Finance Department at City Hall.

State admissions, sales and other taxes may apply. Please contact the South Carolina Department of Revenue for information on applicable taxes and reporting procedures. SC Revenue Officers may verify that vendors have secured business licenses as required by South Carolina law.

The event organizer is responsible for notifying all food vendors they are required by Georgetown Fire Department to have the appropriately rated fire extinguisher that is easily accessible, fully operational, and professionally serviced and tagged within 365 days on-site the day of the event. In addition, open flame cooking under a tent or within 20 feet of another tent is prohibited in the City of Georgetown. Contact the Georgetown Fire Department at (843)545-4213 with questions regarding fire safety requirements.

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>.

The event organizer is responsible for the proper containment and disposal of all cooking oil, grease, charcoal and other products used in the preparation of food. Under no circumstances shall any vendor dispose of such products by dumping them into storm drains, in parking lots, upon grass, in flower beds, in waterways, in restrooms or in any other place that risk causing damage to the either the environment or property. **The event organizer shall be held strictly liable for the actions of all its vendors and concessioners.** The event organizer will hold the City harmless for all fines and penalties imposed upon the City for environmental damage or prohibited practices.

### **Signs, Tents and Temporary Structures**

The use of signs, large tents or other temporary structures may require approval from the City's Building Official and/or Fire Marshall. Drilling into 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. It is also strictly prohibited to use paints or other adherents on public property (parking lots, streets, sidewalks, curbs, etc.) to mark or depict. Chalks that can easily be washed may be reasonably used.

Please contact the Georgetown Building & Planning for clarification on permitting and inspections.

### **Care of Property and Equipment**

All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. Cleanup of public property will be held to the standards set by the City of Georgetown. The applicant shall assume complete and absolute liability

for any loss and damage to the City property and/or equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property.

**Noise Ordinance**

Permission to include music or amplified sound, including megaphones, and as part of a special event may be given. The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of your approval or closure of the event if appropriate adjustments are not met.

**Performing Rights and Licenses**

The event organizer is solely responsible for all contracts and agreements. The City of Georgetown has no responsibility for any performances or their contract and agreements connected with the event, unless exempted by the City Administrator and specified in the Memorandum of Understanding.

**City of Georgetown**  
**Special Event Permit Schedule of Fees**

Block Party		\$25
Street Fair		\$75
Park Event		\$50
Maritime Event		
Parade		\$25
Road Race/Walk		\$25
Filming		\$25
CLASS III EVENT - Multiday		\$100
Roll Carts		\$9 per cart
Barricades		
Stages		
City Trash Service		TBD
Matron Service		TBD
Surety Bond		TBD

**City of Georgetown  
Special Events City Contacts**

<b>Administration</b>	<i>Special Events Coordinator</i>	<b>Lois Bell</b>	843-545-4003 lbell@cogsc.com
	<i>Economic Development</i>	<b>Tee Miller</b>	843-545-4075 tmiller@cogsc.com
	<i>Risk Manager</i>	<b>Suzanne Abed-El-Latif</b>	843-545-4004 sabed@cogsc.com
	<i>Administrator</i>	<b>Chris Carter</b>	843-545-4175 ccarter@cogsc.com
<b>Building &amp; Planning</b>	<i>Building Official</i>	<b>Rick Martin</b>	843-545-4017 rmartin@cogsc.com
<b>Police</b>	<i>Chief of Police</i>	<b>Paul Gardner</b>	843-545-4390 pgardner@cogsc.com
	<i>Deputy Chief</i>	<b>Major Johnnie Deas</b>	843-545-4391 jdeas@cogsc.com
	<i>Patrol Division Commander</i>	<b>Captain Nelson Brown</b>	843-545-4392 brownN@cogsc.com
<b>Fire</b>	<i>Chief (acting)</i>	<b>Charlie Cribb</b>	843-545-4202 ccribb@cogsc.com
	<i>Asst. Chief</i>	<b>Charlie Cribb</b>	843-545-4202 ccribb@cogsc.com
	<i>Fire Marshall</i>	<b>Rob Stamper</b>	843-545-4213 Rstamper@cogsc.com
<b>Electric</b>	<i>Director</i>	<b>Allen Loveless</b>	843-545-4611 aloveless@cogsc.com
<b>Engineering</b>	<i>City Engineer</i>	<b>Orlando Arteaga</b>	843-545-4501 oarteaga@cogsc.com
<b>Public Works</b>	<i>Director</i>	<b>Sterling Geathers</b>	843-545-4702 sgeathers@cogsc.com
	<i>Office Manager</i>	<b>Natrona Simmons</b>	843-545-4701 nsimmons@cogsc.com

**Event Checklist**

- Pre-Event City Department Meeting
- Completed Special Event Application with Schedule Forms
- Details demonstrating how the event will benefit the general welfare of the City against the inconvenience to residents and existing businesses. You may include support letters from businesses and organizations.
- Sketch or diagram of the event and/or roads to be closed
- Permit Fee – Check made out to City of Georgetown
- Proof of Liability Insurance for the Event – Listing City of Georgetown as Co-Insured.
- Notification letter to residents and businesses if there are road closures.
- Copy of non-profit status
- Copy of SC Temporary ABL permit
- Organizational Chart of Special Event Leadership – Point of Contacts (POC) w/ cell # and email
- Listing of Board of Directors for sponsoring organization(s)