



## Special Event Application

### I. General Information

**Type of Event:** (please check all that apply)

Parade/Procession  Public Assembly  Organized Competitive Event  Block Party  Other: \_\_\_\_\_

**Event Name/sponsor:** \_\_\_\_\_

**Event Date (s):** \_\_\_\_\_ **Event Website:** \_\_\_\_\_

**Description of Event** (Please briefly describe the event):

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**Event Location:** \_\_\_\_\_

**Event Times:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Set-Up/ Load-In:** Date & Time (start/end): \_\_\_\_\_

**Dismantle/Load-Out** (Completion) Date & Time (start/end): \_\_\_\_\_

**Will this event require street closures?**  Yes  No (If YES, please complete Appendix A-C)

**Estimated Daily Attendance:** \_\_\_\_\_

Basis on which this estimate is made: \_\_\_\_\_

### II. Applicant and Sponsoring Organization Information

**Sponsoring Organization Name:** \_\_\_\_\_

**Are you a non-profit?**  Yes  No **If YES, are you:**  501c (3)  501c (6)  Place of worship

**\*\*Federal 501c Letter must accompany application to validate non-profit\*\***

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

**Cell Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_ **Email:** \_\_\_\_\_

**Day of Event Contact:**

**Please provide the following information for a contact person who will be on-site the day of your event.**

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

**Cell Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_ **Email:** \_\_\_\_\_

**The Following Documents MUST be attached with submitted application:**

**Insurance:**

**Please attach a proof of insurance.** Insurance binder must be provided 30 days prior to the event. The amount of the binder must be as required by the Special Events Procedures outline. The binder must list the City of Mt. Peasant as additionally insured. The City reserves the right to require higher level of insurance based on the risk factors and past experience.

- a. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury, and property damage. Not required for private party shelter reservation in the City Park.
- b. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage.
- c. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage.
- d. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage. Following review, the Risk Manager for the City may require higher insurance limits.
- e. Liquor Liability: A minimum of \$1,000,000 per occurrence aggregate limit of liability.

**Site Map of Event:**

**Please attach a map of the entire event area-** This map should include street closures, vendor locations, port-a-john locations, stage & entertainment locations, and any other significant details.

**Emergency Risk Management Plan:**

**Please attach a copy of your Event Emergency Risk Management Plan** – This plan should take into consideration, but should not be limited to: Crowd Management, Electrical & Gas Safety, Responsible Alcohol Service, Adverse Weather conditions, Security, Slip/Trip/Fall/Burn Hazards, Fire Hazards, Water Hazards, Venue Specific Hazards, Evacuation Plans, etc.

**III. Run/Walk/Parade Route Closure Requests**

- Fill out **Appendix A-B** if you are applying for a Run/Walk/ Parade Permit. Must include turn by turn directions.

**IV. Street Closure Requests**

- Fill out **Appendix A** if you are requesting a street closure as part of your special event.

**V. Event Details:** (Please answer the following questions regarding your event)

Yes  No Does the event involve the sale or use of alcoholic beverages?

Yes  No Does the event involve the **sale of any items**, food or non-food?

Yes  No Does the event involved the sale of food?

If "YES", has the health department been notified?  Yes  No

Yes  No Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

⇒ Number of stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_

⇒ Amplification?  Yes  No

⇒ Note: Any Live or Loud Music must be ended by 11:00p.m.

Yes  No Will there be any **tents or canopies** on the proposed event site?

If "YES", please provide the following information:

⇒ Approximate number of tents: \_\_\_\_\_

⇒ Approximate Sizes: \_\_\_\_\_

Yes  No Does the event involve the use of **pyrotechnics**?

If "YES", explain: \_\_\_\_\_

Yes  No Will you provide **portable toilets** for the general public? (Min. of 1 per 200pp)

If "YES", how many? \_\_\_\_\_ Location/s: \_\_\_\_\_

Yes  No Will you require **access to City of Mt. Pleasant provided water** for the event?

If "YES", explain: \_\_\_\_\_

Yes  No Will you require **electrical hookups** for this event?

Yes  No Will you be using **generators** for this event?

Yes  No Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

Yes  No Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: \_\_\_\_\_

Yes  No Will **inflatable parade balloons** be used for this event?

If "YES", provide the size and details: \_\_\_\_\_

### **Miscellaneous Questions:**

**Trash & Recycling:** Note: Please see Special Information and Conditions below for recycling requirements.

\* Do you need City of Mt. Pleasant assistance with trash and recycling? \_\_\_\_\_

\* How many trash/recycling receptacles do you think you will need? \_\_\_\_\_