



CITY OF WALHALLA

Community Development

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864) 638-4343 • Fax (864) 638-4357 • www.CityofWalhalla.com

SPECIAL EVENT PERMIT APPLICATION

This application must be completed and submitted to the City Administrator's office no fewer than sixty (60) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of this permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print information clearly. You may attach additional sheets, as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen provided by the Freedom of Information Act. Completion of this form is voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Applicant's Information

Applicant's Name: _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Person in Charge of Event (*if different than Applicant*): _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Event Information

Name of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Location of Event (Be Specific): _____

Organization Sponsoring Event: _____

Organization's Address: _____

Organization's Phone: _____ Organization's Website: _____

Is the Organization a charity or non-profit? Yes No

Does the event carry liability insurance listing the City as co-insured? Yes No

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions and any other sources: _____

Will proceeds benefit any organization? Yes No

If yes, name the organization(s): _____

Will tents be used for the event? Yes No

If yes, list the number of tents, size, type and locations: *(Include on provided site plan)*: _____

Will signs or banners be erected? Yes No

If yes, list size and locations *(Include on provided site plan)*: _____

Expected number of participants: _____ Expected number of spectators: _____

The event is: Public Private

Event will be held on: Public Property Private Property

Event Set Up

Entertainment Area/Location(s) *(Include on provided site plan)*: _____

Will the Event use amplified sound? Yes No

If yes, what will it be used for? _____

Will Event Include:

Speakers/Microphones Yes No Electrical Connections: Yes No

Other: _____

Note: The City does NOT provide unless otherwise noted.

List entertainers and type of entertainment: _____

Will you require use of the stage owned by the City for this event? Yes No

If yes, see attached Stage and Reservation Policies and Stage Rental Agreements.

Food/Beverage

Do you plan to sell or serve food and beverages at the event? Yes No

If yes, describe the types of food and beverages to be served: _____

Do you plan to see alcoholic beverages at the event? Yes No

If yes, describe the types of alcoholic beverages and how it is going to be served. (*Must comply with federal, state and local laws and regulations.*) _____

Will cooking involve grease? Yes No

If yes, how do you plan to dispose of grease? _____

Fire /Utilities

Will your event include pyrotechnics (fireworks)? Yes No

Must comply with all federal, state and local laws. Must coordinate with City of Walhalla fire department.

Describe any power/ water or other utility needs and locations of power sources: _____

Will generators be used? Yes No

If yes, list number, size and locations: (*Include on provided site plan*): _____

Sanitation

Describe sanitation provisions (provider, trash cans, recycling, event clean up). (*Include on provided site plan*): _____

If using Walhalla Street and Sanitation, a fee for these services may be required.

Roll Carts: Yes No How many? _____ Locations: _____

Date and time(s) to be emptied: _____

Date and time roll carts are to be picked up: _____

Dumpster: Yes No How many? _____ Locations: _____

Date and time(s) to be emptied: _____

Date and time dumpster(s) are to be picked up: _____

Have arrangements been made for restroom facilities? Yes No

If yes, list locations, number of toilets, frequency of servicing. (*Include on provided site plan*): _____

Will City personnel be responsible for street and property clean-up? Yes No

Parking

Barricades: Yes No How many? _____ Locations (*Include on provided site plan*): _____

Who will be responsible for placing barricades? _____

Anticipated number of spaces: _____ Number of accessible spaces: _____

Participant Parking Location (*Include on provided site plan*): _____

Vendor Parking Location (*Include on provided site plan*): _____

Entertainment Parking Location (*Include on provided site plan*): _____

Traffic, Security and Emergency Response

Describe traffic control measures: _____

Are you requesting Walhalla Police and Fire Department for assistance? Yes No

If yes, how many: Police Officers _____ Fire Personnel _____

Note: City reserves the right to require city personnel, at the event's expense, to provide staffing for sufficient security and safety.

Dates and times for security to be on site? _____

Are you planning on using private security? Yes No

If yes, name and contact information: _____

Have arrangements been made for medical assistance? (*Include staging area on provided site plan*)

If yes, include provide and contact information _____

Have you contracted for mechanical rides, space walks, petting zoos or other attractions? Yes No
If yes, please list company and details. _____

Anticipated number of vendors not include above. _____ Please list vendors: _____

Experience

Please list name(s), location(s) and date(s) of special events you have staged over the last five years:

Rain Policy for Event

Hold Harmless Clause

Permit Holder/Organization hereby shall assume all risks, incident to or in connection with, 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 permit holder's operation. Permit holder hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all crimes, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents, volunteers, sponsors and employees.

Applicant Signature: _____ Date: _____
Title: _____

**Return complete application to:
City Administrator's Office Walhalla City Hall
206 N. Church St.
Walhalla, SC 29691**

DEPARTMENTAL REVIEW & APPROVAL

Police: Yes No _____
Authorized Signature

Fire: Yes No _____
Authorized Signature

Street and Sanitation: Yes No _____
Authorized Signature

Community
Development: Yes No _____
Authorized Signature

Parks & Recreation: Yes No _____
Authorized Signature

Utilities: Yes No _____
Authorized Signature

Application: Approved Denied

City Administrator

Date