



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

USE OF SPACE PERMIT APPLICATION

A permit is required for any use of City green space. Permits are subject to approval.

Any use that expects a large crowd, impact on neighborhood, street blockage or amplified sound is required to have a Special Event Permit from the City Administrator's office. All permits may be submitted to City Hall, located at 206 N Church St. Please allow a minimum of 15 business days for this process.

Process: Submit the Use of Space Permit Application to City Hall at least 15 business days prior to the event. Dates are secured once an approved permit is issued on a first come, first served basis. There is currently no fee for the use of space, but an approved permit is required.

Applicant's Information

Applicant's Name: _____

Address: _____

Phone: Home _____ Work _____ Cell _____

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

Use of Space Information

Description of Use: _____

Requested Location: Brown Square (E Main & S College) City Green (E Main & N Catherine)

***Note: Food sales are NOT allowed on the City Green at E Main and N Catherine, near Arby's.**

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

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

(Applicants for a Use of Space Permit are required to submit a "Certificate of Insurance" in the amount of \$1,000,000 worth of general liability and \$1,000,000 worth of insurance aggregate coverage that names the City of Walhalla as additional insured for the date of use. Permit will not be issued if the insurance certificate has not been received.)

Permit holder is responsible for all set-up and clean-up activities. If you require additional sanitation carts, please contact the City's Public Works department, 864-638-4351 to inquire about services and rates.

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**

CITY REVIEW & APPROVAL	
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ City Administrator	_____ Date