

City of York

South Carolina

Special Events Application and Indemnity Contract **(Please complete all data that applies to the event)**

Date of Application: _____

General Information

Name of Event: _____

Date(s) of Event: _____

Times of Event: _____

Specific Location of Event: _____

Organization Sponsoring Event: _____

Rain Policy for Event: _____

List locations (cities) and dates of prior events held over the past five years:

Contact for Event

Person in Charge of Event (applicant): _____

Phone: (Home/Cell) _____ (Work) _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

For coordination purposes, police officials can best contact the Chairperson during the event at:

Location

Phone#

Cell Phone or Pager #

Event Description

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please use a separate sheet to draw a detailed diagram showing streets to be closed, placement of tents, etc.

Name of your organization: _____

Is your organization a charity or non-profit organization? _____

Are you serving or selling alcohol during the event? _____

(If so, what will be sold – beer, wine, liquor?) _____

Will you be using amplified sound? _____

(If so, what will it be used for?) _____

Expected number of participants: _____

Expected number of spectators: _____

This is a ___private ___public event to be held on ___private ___public property.

Event Setup

The event will begin at: _____ The event will end at: _____

Set up will begin at: _____ Clean-up/take down will end at: _____

Road Closure will begin at: _____ Road re-opened at: _____

Will tents be used for the event? _____ How many and location: _____

Please describe the size and type of tents: _____

Will any signs or banners be erected: _____

(If so, Please list size and locations): _____

Will generators be used for the event? _____

Describe any power needs and location of power source:

<u>Type of Equipment</u>	<u>Voltage</u>	<u>Amperage</u>	<u>KW or Wattage</u>
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Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source.

Will the proceeds benefit any organization? _____

Name of organization: _____

Describe food items that will be distributed or sold at the event: _____

Will there be any cooking with grease? _____

Have arrangements been made for restroom facilities? _____

(if so, please state who will be providing service. **PLEASE INCLUDE LOCATION OF RESTROOMS IN DIAGRAM**)

Sanitation and Event Clean-up

Describe sanitation provisions (restroom facilities, trash cans, event clean-up):

Who is providing the above service? _____

City Services

Will City personnel be responsible for street and public clean-up?: _____

Will waste containers be needed?: _____ Number needed: _____

Location where needed: _____

Will barricades be needed? _____ How many? _____

Who will be responsible for placing barricades? _____

Location of barricades: _____

Safety and Security:

What type of arrangements has been made for medical assistance if needed? _____

Number of officers needed for crowd and traffic control?: _____

Will there be mechanical rides (ex. climbing wall, inflatable etc).? _____

If so, with what company and type: _____

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 city harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and 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 or omission of permittee or its officers, agents and employees.

Applicant's Signature: _____

Date: _____

Return Application to:

City of York
Special Events Permits
P.O. Box 500
York, South Carolina 29745

Event Checklist

The following items must be submitted in order for your permit to be processed:

- _____ Completed Permit Application
- _____ Check made out to City of York covering application fee
- _____ Sketch or diagram of the event and/or roads to be closed

The following items must be submitted before your permit will be issued.

- _____ Liability insurance in the amount of \$1 million dollars listing the City of York as co- insured.
- _____ Notification letter to residents and businesses if there are closed roads.

Event Diagram:

For Inner-Office use only:

Adjustments or Changes:

Approval:

_____	Police Department
_____	Fire Department
_____	Public Works
_____	Planning and Zoning
_____	City Manager

Approved: _____
(Yes – No)

Date: _____

Block Party Policy:

1. One lane of the road must be kept free of chairs, tables, etc. to allow for access by emergency vehicles.
2. Alcohol is strictly prohibited on public property, which includes the streets and the street rights-of-way.
3. The Block/Street party must respect all city ordinances and state laws such as the youth curfew, the noise ordinance and alcohol regulations.
4. 95% participation from people in the area including name, address and phone number.
5. \$50 deposit for barricades.
6. Person who requests the block party will be the person responsible for activities at the party.