



# CITY OF YORK

## SPECIAL EVENT PERMIT APPLICATION

A special event permit is required for any/all organized activity using publicly owned, managed or controlled property (including Right-of-Ways) when the event is expected to have 50 or more attendees OR require any city services OR any activities covered by this application.

*Please Note: All City of York ordinances (zoning, noise, signage etc.) must be adhered to. A special event permit does not guarantee the use of the covered picnic shelters/pavilions as those accommodations are on a first come, first serve basis.*

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### PERMIT PROCESS

As a clearing house for events, the Recreation and Events Committee serves as a communication tool and facilitator among various City of York (City) departments affected by festivals and events. Although the Recreation and Events Committee administers the application process, each City department is responsible for ensuring that its requirements have been met.

All applicable attachments must be included with your Special Event Permit Application before the City will begin the review process. All applications must include:

- Proposed Site Sketch/Diagram
- Proposed Schedule of Events
- Signed Acknowledgement form for events that include road closure requests and/or impacts businesses.

During the review process you will be notified if your event application requires additional documentation.

Staff in all appropriate City of York Departments will review the permit application. Should there be any specific questions or concerns about your event, City staff will contact you.

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### DEADLINES

Applications for all events shall be submitted no less than sixty (60) days in advance of the requested event date.

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### COMPENSATION FOR CITY STAFF

Depending on the size and type of event, the City of York may require City personnel including Police, Fire & Rescue, Public Works, and/or Parks & Recreation to work the event. All City personnel involved during the day(s) of the event will be charged back to the organizing agency. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the City. **The payment for city staff will be due 14 days prior to the event. If payment is not received 14 days prior to the event, the event will be cancelled. To minimize the cost for race events, an approved standard race route with the costs is included.**

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### ROAD CLOSURES

Depending on the size and nature of your event, closing the road to traffic may be required. This process takes a minimum of thirty days and requires permission from the SCDOT. Once your application is approved, then the City of York Police Department will begin the road closure process. Applicant must obtain a signed Special Event Permit Request Acknowledgement form signed by all businesses impacted by the road closure.

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### COOKING

Please be aware that if you will be cooking food that you will need to have fire extinguishers on hand. If cooking under a tent and the tent is larger than a 10X10, it must be flame retardant. Tents 10X10 or smaller do not need to be flame retardant.

**The event organizer is responsible for notifying all food vendors they are required by the City of York Fire Department to have an easily accessible and fully operational ABC fire extinguisher on-site the day of the event. Fire inspections are**

**required for any special event serving food on-site or any event with open flames. Organizers are responsible for coordinating inspections. Contact the City of York Fire Department at 803-684-1700 with questions regarding fire safety requirements and scheduling an inspection.** In addition, the event organizer is responsible for making sure all food vendors meet SCDHEC regulations. Contact SCDHEC at 803-909-7379. The event organizer is responsible for collecting hospitality tax from any food vendors at the event and remitting that to the City of York within five (5) business days of the event's end date.

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### **CITY-OWNED PROPERTY**

The City of York does not allow the use of any City-owned property for the purpose of profit (unless for charitable donations). No admission fees can be charged except entry fees to races/walks for the purpose of raising funds for a designated non-profit charity.

Special rules, regulations and restrictions unique to each site or facility may apply. Event permit holders will be given information specific to the site that they are requesting to use if applicable.

**Per City Ordinance in Sec. 4-2, it states that it shall be unlawful to openly display or consume any beer or wine or other alcoholic beverage in or from any container on any public street or sidewalk, in any public parking areas, parks, recreation areas, or at any public gathering place excluding private businesses.**

Most public property cannot be reserved for the exclusive use of one group, and access to the general public must be available at all times.

The City of York does not provide water or additional power at any of the parks. If additional power is needed the event host must provide generator power.

The location of all toilets, hand wash stations and garbage receptacles must be approved by the City of York. Toilets, hand wash stations and garbage receptacles may be set-up no earlier than 24 hours in advance of the event and must be removed from City property within 24 hours post event. If the event is on a Saturday, items can remain until 8:00 AM

Monday unless there is an event scheduled for that Sunday.

The clean-up and removal of all trash is the sole responsibility of the event host. Garbage receptacles provided in various parks are for general, daily park use and may not be utilized for special event waste.

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### **BUSINESS LICENSES/PERMITS**

All vendors participating in your event must obtain a business license or special permit with the City of York. The license/permit can be obtained from the City of York Planning Department. There is a 2% Hospitality Tax that applies and can be remitted to the City of York Finance Department.

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### **CERTIFICATE OF INSURANCE**

A certificate of insurance naming the City of York as an also insured will be required for all Major Events and in some cases, for smaller events as determined by the City of York and the property owner.

***Note: A Major Event is a Special Event that impacts multiple city departments, has 500 or more people in attendance, and has an impact on any street, right-of-way, and/or City-owned or managed park or facility.***

All events that include the use of, live animals, motorized/mechanical vehicles or equipment, inflatables (jump castles etc.) or other amusement rides, bungee cords and similar devices, trampolines, rebounding equipment or alcohol are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York and the property owner as an also insured on general liability. **Inflatable must be provided by a commercially owned business with a ride attendant. The inflatables provider must obtain a business license with the City of York. No personally owned inflatables will be permitted.**

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### **BLOCK PARTIES**

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

**SCHEDULE OF FEES AND CHARGES FOR SPECIAL EVENTS**

<b>Police Officers</b>	<b>\$50.00/hour per officer</b>
<b>Fire Inspector (special inspection)</b>	<b>\$45.00/hour</b>
<b>Public Works /Parks and Rec. Staff</b>	<b>varies/per hour per staff member</b>
<b>Race Signage and Billboards</b>	<b>Required for each race</b>
<b>Returned Check Fee</b>	<b>\$35.00 may also result in event cancellation</b>

**DAMAGE/REPAIR/CLEANUP**

If for any reason there is damage to any part of the area, which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage, as determined by the sole discretion of the City of York, shall be determined and the dollar amount of any repair or replacement and restitution will be billed to the applicant to be paid in full no more than thirty (30) days from the billing date. If payment is not received within the allotted time, all future special event permit requests will be denied until such time as payment is received and, in addition, City of York may take legal action to recover costs, including attorney's fees.

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

Completed Special Events Permit Application

Schedule of Events

Sketch or diagram of the event/ or roads to be closed.

Certificate of Insurance (if applicable)

Special Event Permit Request Acknowledgement Form (if applicable)

Signed application with all supporting documents (as required) should be sent to Rebecca Mestas, Community Events Manager, to the below address or scanned and e-mailed to [rmestas@yorksc.gov](mailto:rmestas@yorksc.gov).++

City of York  
Attn: Rebecca Mestas, Community Events Manager  
PO Box 500  
York, SC 29745  
(803) 684-2341 City Hall  
(803) 792-8678 Direct



## CITY OF YORK SPECIAL EVENT PERMIT APPLICATION

**Date of Application Submission:** \_\_\_\_\_

**Name of Festival or Special Event:** \_\_\_\_\_

**Location and/or Route of the Event:** \_\_\_\_\_

*Note: A sketch/diagram must be attached to the application.*

**Proposed Date(s) of Event:** \_\_\_\_\_

**Alternate Date(s) for Event:** \_\_\_\_\_

**Event Setup time:** \_\_\_\_\_ to \_\_\_\_\_

**Actual Event:** \_\_\_\_\_ to \_\_\_\_\_

**Road Closure time:** \_\_\_\_\_ to \_\_\_\_\_

**Breakdown time:** \_\_\_\_\_ to \_\_\_\_\_

**Estimated number of attendees (including event staff):** \_\_\_\_\_

**Requesting Organization:** \_\_\_\_\_

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

\_\_\_\_\_

**Purpose of the Event:** \_\_\_\_\_

**Is your organization a charity or non-profit organization?** \_\_\_\_\_

**Will the proceeds benefit your organization? If no, please specify which organization it will benefit** \_\_\_\_\_

\_\_\_\_\_

This is a    private    public event to be held on    private    public property.

**Permit Holder/Event Point of Contact:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Street Address: \_\_\_\_\_

Additional Authorized Contact: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Planned Activities: \_\_\_\_\_

*Note: A proposed schedule of events must be attached to the application*

Will inflatables or amusement rides be used at the event?      Yes      No

If yes, explain: \_\_\_\_\_

Company name: \_\_\_\_\_ City of York Business License #: \_\_\_\_\_

Will motorized vehicles, equipment or animals be used for the event?      Yes      No

If yes, explain: \_\_\_\_\_

Company name: \_\_\_\_\_ City of York Business License #: \_\_\_\_\_

*\*\*Note: All events that include the use of live animals, motorized vehicles or equipment, inflatables (jump castles etc.) or other amusement rides are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York as an also insured on general liability.*

Do you plan to have food trucks/vendors of any kind with items for sale?      Yes      No

If yes, explain (include the items being sold and if cooking with grease): \_\_\_\_\_  
\_\_\_\_\_

Does your event require the use of utility services such as power or water?      Yes      No

*Note: Any additional utilities must be provided at the applicant's expense*

If yes, explain: \_\_\_\_\_

Will alcohol be served at the event?      Yes      No

If yes, explain (and include, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol ) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will amplified sound be used at the event?      Yes      No

If yes, explain: \_\_\_\_\_

Will tents be used at the event?    Yes    No

If yes, explain (include size and type of tents): \_\_\_\_\_

\_\_\_\_\_

Will signs or banners be erected at the event?    Yes    No

If yes, explain (include size and locations): \_\_\_\_\_

\_\_\_\_\_

Will city staff be responsible for street /public clean-up at the event?    Yes    No

If yes, explain (include extent of clean-up and if waste containers are needed):

\_\_\_\_\_

\_\_\_\_\_

Have arrangements been made for restroom facilities?    Yes    No

If yes, explain (include locations of restrooms and service provider):

\_\_\_\_\_

\_\_\_\_\_

**Describe in detail your plan to control parking, crowds, and vehicular traffic: This should include the number of officers required for crowd/traffic control and arrangements for medical assistance if needed. The cost for officers at any event is \$50.00 per hour. The full amount must be paid 14 days prior to the event or the event will be cancelled.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any/all streets which may need to be closed during the event (include date and times of proposed closures):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you requesting barricades for road closures (fees may apply)?**    **Yes**    **No** *Note: If yes, include a list of location(s) and a map designating the location of each barricade, the number needed, and person responsible for barricades.*

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**Please provide any additional information that may be helpful:**

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**RELEASE and INDEMNIFICATION**

In consideration for being permitted to use public facilities and/or facilities owned by the City of York, Applicant agrees to indemnify, release and hold harmless the City of York, its officers and employees from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including, without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the fault of the City of York, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The City of York reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of York.

Application Submitted By: *Name & Title* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_