



Event Application

Overview

Completed Event Applications will be reviewed by the Events Committee, which consists of representatives from appropriate City departments. During the review process, the Committee will work with the event organizer to discuss any questions and/or changes that may arise to complete the review process in a timely manner. In some cases, approval from the City Manager's Office or City Council may be required.

Certain requirements under this policy may be waived by the City Manager or his designee for economic development purposes.

Please note: Acceptance of this application and application fee does not imply approval of the event.

The following documents will need to be submitted to start the review of the event:

- Completed Event Application
- Site Plan
- Route and Traffic Plan
- Notification to Residences/Businesses (regarding event)
- Contract with RHPD or other qualified law enforcement or security company (if police services needed)
- Contract with RHFD or EMS (if fire or medical services needed)
- Applicable Additional Permits (including tent, signage, SCDOT road closure, fireworks, alcohol, etc.)
- Liability Insurance Certificate

For neighborhood events or block party registration, please use the City's **Neighborhood Event and Block Party Registration Form**.

Please see the **City of Rock Hill Event Policy** for more information and any additional requirements. Applications can be submitted via email to events@cityofrockhill.com.

Please call 803-329-5620 with any questions.

Event Application

City of Rock Hill Parks, Recreation, and Tourism
155 Johnston St. Rock Hill, SC 29730
events@cityofrockhill.com



Applicant Information

Applicant Name: _____
Organization: _____
Mailing Address: _____
Daytime Phone: _____ Cell: _____
Email: _____

The individual listed on the Event Application will be the sole contact for City personnel throughout the permitting process and on the day of the event. Only one person should be in contact with City personnel regarding the event at any time throughout the permitting process. If an alternate point of contact is necessary, the City's Event Coordinator must be notified at least 72 hours prior to the event in writing.

Event Information

Event Name: _____
Purpose of Event: _____
Event Website: _____
Location: _____
Date: _____ Alternate Date: _____
Start Time: _____ Alternate Start Time: _____
End Time: _____ Alternate End Time: _____
Estimated Attendance: _____
Please list the organization(s) sponsoring this event: _____

Weather Contingency

What is the rain plan for this event? _____

- Event will continue as planned with no alterations.
- Event will be cancelled.
- Event will take place at an alternate location.
- Event will take place at the alternate date and time listed above.

*Please provide additional details for rain plan on separate sheet, if needed.

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Site Plan

Provide a Site Plan sketch of the event. Include maps, outline, or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include, but not necessarily limited to, the following information (if applicable):

- | | |
|---|---|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Garbage Receptacles |
| <input type="checkbox"/> Beverage Vendors | <input type="checkbox"/> Trailers, Vehicles, Storage Facilities |
| <input type="checkbox"/> Alcoholic Beverage Vendors | <input type="checkbox"/> Signs or Banners |
| <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Generator/Electricity |
| <input type="checkbox"/> Accessible Toilets | <input type="checkbox"/> First Aid and or EMS |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Barricades/Barriers |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Fire Lane |
| <input type="checkbox"/> Stages or Amplified Sound | <input type="checkbox"/> Police |
| <input type="checkbox"/> Retail Merchants | |

Route and Traffic Plan

If your event involves road closures, a parade, other procession, or more than one location, please attach a Route and Traffic Plan. Include the required information below and any additional information that applies to your event. When planning a moving route, the Rock Hill Police Department is available to assist you in planning your route. Please contact the Police Department at 803-329-7278 for more information.

- Designate the proposed route to be traveled, including the requested starting and termination point. Please also clarify the direction of movement of your event.
- Outline routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach residences, businesses, places of worship, and public facilities.
- Indicate whether the event will occupy all or a portion of the street(s) requested for use.
- Designate proposed locations for barricades, signs, and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the City of Rock Hill after initial submission of the application.
- See the **City of Rock Hill Event Policy** for additional information on traffic and accessibility.

Please Note: The City of Rock Hill Police Department has final discretion over your Route and Traffic Plan, including but not limited to the placement and number of all barricades, signs, and police/volunteer locations.

Will road closures be necessary? Yes No

If yes, please indicate which of the following may affect traffic or normal use of an area:

- | | |
|---|--|
| <input type="checkbox"/> Run/Race | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Bike | <input type="checkbox"/> Participant Gathering |
| <input type="checkbox"/> Pedestrian Accessibility | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Walk | |

Start Location: _____ Finish Location: _____

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Please indicate the streets to be closed and time of closure. Attach additional sheets if necessary.

Street Name	Section of Street to Close	Date/Time to Close	Date/Time to Open

Does the event restrict access to private or public parking lots? Yes No

Please indicate the lots to be closed and time of closure. Attach additional sheets if necessary.

Lot Description	Lot Location	Date/Time to Close	Date/Time to Open

If lot closures are requested, the applicant must provide a signed letter of consent from the private parking lot owner(s). This may require the event applicant to lease the lot, pay for relocating the occupants, or reimburse the property owners for any loss of revenue. This letter must be submitted to the Event Committee before the Event Permit will be issued.

Resident/Business Notification

Events that require road closures, or may cause disruption for City of Rock Hill residences, businesses, or churches, notification must be provided to the affected parties to the event. Notices must reflect the date(s), day(s) time(s), location(s), types of activities taking place during the event, and event coordinator contact information. The notice must give detour or alternate route information if normal access is affected.

Verification that the event applicant or sponsor has completed a street closure/sidewalk impact notification to those impacted by the closure. Applicant must certify in writing that all property owners, managers, or lessees adjacent to any proposed closure areas have been notified of the event's schedule, site plan, and noise impact. For identified property owners, managers, or lessees of property adjacent to the proposed closure area to consent in writing that they have been notified of the event's schedule, site plan, and noise impact.

This information must be provided at the time of application submittal.

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Security

Applicant may be required to hire off-duty City of Rock Hill Police Officers to provide security to ensure public safety. See *Event Fees Schedule* for current rates. A contract with the Police Department must be signed before the Event Permit is issued. The Rock Hill Police Department will determine the number of officers required based on event needs. Please contact the Rock Hill Police Department at 803-329-7278.

What types of security will be needed? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Alcohol Security | <input type="checkbox"/> Stage Security |
| <input type="checkbox"/> Event Area | <input type="checkbox"/> Gate Security |
| <input type="checkbox"/> Road Closures | <input type="checkbox"/> Building Security |
| <input type="checkbox"/> Money Handling Security | <input type="checkbox"/> Other: _____ |

When should police arrive? Date: _____ **Time:** _____

Is overnight security needed? Yes **No**

If yes, who is the company providing this security? _____

Amenities

The City does **not** provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies, or other equipment.

Entertainment

Performing Rights and Licenses: The permit holder is solely responsible for all contracts and agreements. The City has no responsibility for any performances, or their contract and agreements connected with the event.

Will your event include entertainment? Yes **No**

Will a stage or stages be used? Yes **No** **If yes, how many?** _____

****Please indicate the location and size of each stage on Site Plan.****

Who is responsible for set up and take down? _____

When will the stage be set up? Date: _____ **Time:** _____

When will the stage be removed? Date: _____ **Time:** _____

Will amplified sound be used? Yes **No**

The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. See the City's Noise Ordinance (Sec. 20-161 and 162 of the Rock Hill Code of Ordinances) for more information. A Event Permit should not be mistaken as permission to violate any City ordinances.

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Tents

A separate tent permit will be required for all tents used for cooking and/or tents over 120 square feet. Please contact the City's Planning & Development Department at 803-329-5590 for information on the Tent Permit Application process. *Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited.*

Will tents be used during the event? Yes No

If yes, who is responsible for set up and removal? _____

****Please indicate the location and size of each tent on Site Plan.****

Event Signage

Signs may not be placed in the public right-of-way or off-site of the event. Please contact the City's Planning & Development Department at 803-329-5590 for information on Temporary Sign Permits. *Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels.*

Will signage be used prior to and/or during the event? Yes No

If yes, how many? _____

If yes, who is responsible for set up and removal? _____

****Please indicate the location and size of each sign on Site Plan.****

Electrical Needs

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. A separate permit may be required. Please contact the City's Planning & Development Department at 803-329-5590 for additional information.

Will electricity be needed? Yes No

If yes, how will power be supplied? (Check all that apply)

- Generators (Generators cannot be refueled within the event site during event operating hours)
- Electrical Service supplied by the City
- Other: _____

****Please specify use, locations, voltage and amperage needs on Site Plan****

Use	Location	Voltage/Amperage

* The City has the right to deny use of City power if provided equipment is not deemed adequate. Please call the City's Property Maintenance Department for questions regarding appropriate power connections at 803-329-8726.

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Vendors

Vendors operating in the City of Rock Hill are required to obtain a City business license through the City of Rock Hill's Business License Office. For questions or additional information, please visit www.cityofrockhill.com/businesslicense. The event organizer is responsible for ensuring all vendors meet Health Department (SCDHEC) and City regulations. **If a list of all vendors is not available at the time of the application submittal, the applicant must provide a list at least 30 business days prior to the event.**

- Food Vendors

Will there be food vendors and/or cooking areas? Yes No

Will food vendors be cooking with grease or an open flame? Yes No

****Please indicate the location of vendors on Site Plan.****

- Amusement Rides and Inflatables Vendors

Will mechanical rides or inflatables be used? Yes No

If yes, what company is providing them? _____

****Please indicate the location of vendors on Site Plan.****

Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing the rides/inflatables will need to provide the City with evidence of insurance as outlined below:

- \$2,000,000 minimum requirement per occurrence (depending on the size of the event or type of rides, this amount may increase)

- Restroom Vendors

Will portable restrooms be used? Yes No If yes, how many? _____

If yes, what company is providing them? _____

What is the company's phone number? _____

****Please indicate the location of restrooms on Site Plan.****

The Events Committee recommends one (1) chemical or portable toilet for every 100 people expected to attend the event. At least ten percent (10%) of these facilities should be ADA accessible. If only 1 restroom is required, it will need to be ADA accessible. The City may determine the total number of required restroom facilities on a case-by-case basis.

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Alcohol Sales and Consumption

It is illegal to serve or sell beer, or wine on any City street unless a special **SC Temporary Beer and Wine Permit** is obtained for alcohol sales. All events serving or selling alcohol will be required to serve or sell a non-alcoholic beverage alternative. See the **City of Rock Hill Event Policy** for additional requirements.

Will alcoholic beverages be sold or served?

- Yes, it will be sold. Yes, it will be served at no charge
 No, it will not be available at all Other: _____

What types of alcohol will be available? Beer Wine

Who is responsible for serving the alcohol? _____

***City employees are prohibited from checking identification or serving alcohol during events while working in a City capacity, this includes wearing any identifying logos or ID badge.*

When will alcohol be served?

Start Date: _____ Start Time: _____

Finish Date: _____ Finish Time: _____

****Please indicate the location of alcohol sales on Site Plan.****

First Aid/Emergency Medical Services

Provision of Emergency Medical Services (EMS) may be required where there is potential risk to participants, officials, or the public. If required, a copy of the RHFD or EMS contract will need to be submitted with this application.

Will First Aid/Emergency Medical Services be provided? Yes No

If yes, what company is providing service? _____

When will EMS arrive? Date: _____ Time: _____

When will EMS leave? Date: _____ Time: _____

****Please indicate the location of First Aid/EMS on Site Plan.****

Will any hazardous materials be on site during event? (Examples include propane, butane, gasoline, any type of fuel, helium, portable heaters, deep fryers, etc.) Yes No

Will fireworks or other pyrotechnics be used? Yes No

**Use of fireworks in Downtown District is strictly prohibited.*

If yes, what company is providing service? _____

When will fireworks/pyrotechnics start? Date: _____ Time: _____

When will fireworks/pyrotechnics end? Date: _____ Time: _____

When will Fire Department arrive? Date: _____ Time: _____

When will Fire Department leave? Date: _____ Time: _____

The company providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks Permit and provide a copy to the Rock Hill Fire Department at least 30 days prior to the event. In addition, the City of Rock Hill Fire Department may determine the use of pyrotechnics on a case-by-case basis in times of severe drought.

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Sanitation Needs

The size of event area, expected attendance, food sales, etc. will affect the number of roll carts/trash cans and recycling bins needed. Based on these criteria, City staff will make the final determination on the number of roll carts and recycling bins that are required. Applicant may be required to hire off-duty City staff to provide sanitation service. See *Events Fees Schedule* for current rates.

Will the City need to provide roll carts/trash cans and recycling bins? Yes No

If yes, provide the following information:

Delivery Location: _____

When to deliver? Date: _____ Time: _____

When to empty? Date: _____ Time: _____

When to pick up? Date: _____ Time: _____

Public Property Cleanup

Applicants are responsible for cleaning and restoring the site after the event. Clean-up of public property will be held to the standards set by the City of Rock Hill. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be the responsibility of the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan and indicate the reason. Applicants may be required to hire off-duty City staff to monitor event logistics and assist with clean-up. See *Events Fee Schedule* for current rates.

What is the clean-up plan for your event? _____

Will City staff need to assist with site clean-up? Yes No

When should clean-up staff arrive? Date: _____ Time: _____

Event Cancellations

If a previously approved event is cancelled for any reason by the applicant, the Events Committee must be notified as soon as possible. Cancellations within 24 hours of the event may still result in applicable fees being owed or nonrefundable. Cancellation notice should come from original point of contact provided under applicant information.

Liability Insurance

The City of Rock Hill requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Rock Hill with evidence of insurance as outlined in the **City of Rock Hill Event Policy**. City of Rock Hill does not provide nor obtain insurance coverage for any events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage. See the **City of Rock Hill Event Policy** for more information.

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Event Fees Schedule

- Application Fees

Application Fees – Due at the time of application submittal *Application fees are nonrefundable.		Fee
Type I Event	Festival or Major Event (1,500 or more attendees)	\$200.00
Type II Event	Minor Event (Less than 1,500 attendees)	\$100.00
Type III Event	City Services Request (does not require City Council approval)	\$50.00
Picketing or Demonstration	Individuals or groups organizing a picket, demonstration, rally, etc. in the public right-of-way	\$50.00

- City Services Fees

The discretionary fees listed below are for services you may incur depending on the size and location of the event. The service fees are communicated and coordinated with the event organization/organizer prior to permitting the event and are billed to the event coordinator following the event. Organization/organizer must have an established account with the City for billing purposes.

City Services Fees – Due upon receipt of invoice (after event) *Fees are discretionary based on event		Rate
Rock Hill Police Dept./ Officer (2 hour minimum)*	Examples: Traffic, crowd control, street closures and on-site security. (See <i>Off Duty Officer in a Police Capacity Contract</i> for additional information)	\$55.00/Hour/Employee \$65.00/Hour/Supervisor
Fire Dept. (2 hour minimum)*	Examples: First aid, EMS services, firework inspections and monitoring, food vendor inspections, tent inspections.	\$45.00/Hour/Employee \$55.00/Hour/Supervisor
Other Departments (2 hour minimum)*	Examples: Set-up and dismantling of equipment (stages, tents, tables, chairs, garbage receptacles), electrical needs and monitoring, safety efforts, garbage patrol and pick-up, security, departmental coordination, barricade and sign placements, street closures, parking, and all other assorted essential services and functions.	\$50.00/Hour/Employee
Public Works Dept.	Sanitation truck stationed on site or in proximity and associated tipping fees.	Truck - \$150/Daily

*Per Employee

Damaged Equipment & Replacement Costs		
Corrugated Signage – 18"x24"	Single-Sided	\$12/each
	Double-Sided	\$19/each
Corrugated Signage – 24" x 36"	Single-Sided	\$23/each
	Double-Sided	\$28/each
No Parking Signs		\$15/each
Roll-Up Road Signage		\$200/each
Type III Barricades		\$350/each
Road Cones		\$25/each

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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 all 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 omissions of permittee or its officers, agents, and employees.

Application Name (Printed): _____ Phone#: _____

Applicant Signature: _____ Date: _____

Authorization

I have read and understand the requirements and regulations included in this permit application and the City of Rock Hill Event Policy. Our event will abide by these guidelines. I confirm that the information provided in this application is true to the best of my knowledge.

Application Name (Printed): _____ Phone#: _____

Applicant Signature: _____ Date: _____

Questions

Please call 803-329-5620 or email events@cityofrockhill.com with questions regarding the event application or approval process.

Thank you for your application and interest in holding your event in the City of Rock Hill.