

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



## PERMIT FOR LARGE OUTDOOR EVENTS ON NON-CITY PROPERTY CITY OF GREENVILLE, SOUTH CAROLINA

City Code § 16-190 requires a permit for a Large Outdoor Event, unless the activity is excluded from coverage by Section 16-192. Such events can and often do impact surrounding properties and public rights of way, as well as the general health, safety, and welfare of the public. Sponsors of an activity open to the public which can be expected to have 500 or more in attendance need a permit. A permit applicant must complete the following information prior to being issued a permit and must conform to permit requirements and conditions.

	APPLICANT	PROPERTY OWNER
NAME:	_____	_____
MAILING ADDRESS:	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

Name of the Event:	
Purpose of the Event:	
Location (Street Address or tax map number):	
Date(s) of event:	
If this is a recurring event, please attach a separate list of dates and times.	
Start Time: _____	End Time: _____
Set –Up Begins: _____	Clean-Up Ends: _____
Estimated attendance:	

## INSTRUCTIONS

1. Submit the completed application and **\$50.00 fee** to the Special Events Office at City Hall, 206 South Main Street, Greenville, SC 29602 between 8:00 am and 4:30 pm Monday through Friday.
2. The completed application must be submitted **at least 30 days prior to the start of the event** being considered.
3. The applicant will remove all temporary furnishings, fixtures, equipment and signs installed for the event within twenty-four hours of the cessation of the event, unless the applicant shows a good cause for the Director to allow additional time.

## OUTDOOR EVENT PERMIT

All Large Outdoor Events must comply with the following standards:

1. **Noise Control:** Provide evidence of workable plans to mitigate and limit the sound from the event so that the effects of excessive noise are minimized. Abide by the plans and control excessive noise which occurs despite the plan.
2. **Site Plan:** Provide a reasonably accurate representation of the boundaries of the site and the location and character of uses of any property abutting the property on which the event is to occur, including ingress and egress of vehicles if applicable. NOTE: See details below
3. **Toilets and sanitation: Provide a workable plan for at least one toilet for each 250 attendees and substantiation that the toilets will be clean, sanitary, functioning, and useable throughout the event.**
4. **Parking Plan:** Provide a suitable parking plan establishing that there is lawful parking which is sufficient for the anticipated attendance.
5. **Maintenance and Clean Up: Provide a workable plan for the control of solid waste during the event and a cleanup plan for after the event.**
6. **Monitoring and security:** Provide a description of the method for monitoring activity and general crowd movement, as well as a description of security measures and personnel. Include at a minimum the placement, duties, and authority of personnel. Owners and tenants written authorization: The signatures of the property owner and tenant or other lawful occupant, if different from the owner, are a written affirmation that they are both aware of the program to be offered and that they authorize the occurrences. Contacts for nearby occupants and owners: Provided substantiation that persons owning and occupying property within 500 feet of the event site were provided the name, telephone numbers –including the cell phone number of the event sponsor; the cell phone must be operable during the event.
7. **Bond:** Provide a bond or other acceptable security of \$500, to cover the costs attributable to the costs of clean up and repair of nearby streets, other public property, and private property for litter and damage reasonably attributable to event sponsors or attendees. Absent a need to draw down upon the bond, it will be released in full within 48 hours of the event.

**VOICE/MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, attach schedule of any music or entertainment proposed to occur during event.	
If yes, state the number of stages, number of bands and type of music:	
Number of stages:	Number of bands:
Type of music:	
Will your event use amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate times:	
Start time:	Finish time:
Will sound checks be conducted prior to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate times:	
Start time:	Finish time:

An outdoor event permit should not be mistaken for a “noise permit”. A Greenville Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or reduce activities causing the noise. Also, the GPD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

**BUSINESS LICENSE**

All vendors must have a City of Greenville business license (Contact (864) 467-4550 for business license information.)

**TENTS**

Will tents be used for the event? Yes or No

List how many tents and please list the tent sizes:

**ALCOHOL**

Alcohol sales and service must comply with applicable South Carolina regulations.

Will alcoholic beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcoholic beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, SC ABC permit is required.
What type of alcohol will be served? <input type="checkbox"/> Draft Beer <input type="checkbox"/> Canned Beer <input type="checkbox"/> Wine
Who will be serving the alcohol?
Times for alcohol to be served:
Have you applied for a South Carolina temporary ABC permit?

### SITE PLAN & EVENT SCHEDULE

On a separate sheet of paper, 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 the following information (if applicable):

- Tents (include tent sizes) (X)
- Food vendors (FV)
- Beverage vendors (BV)
- Alcoholic beverage vendors (A)
- Fire extinguishers (EX)
- Portable toilets (T)
- Hand washing sinks (HWS)
- Stages or amplified sound (SO)
- Bleachers (BL)
- Retail merchants (RM)
- First Aid and/or EMS (FA)
- Garbage receptacles (G)
- Number of barricades (B)
- Trailers, vehicles, storage facilities (ST)
- Fire lane (FL)
- Sign or banners (S)
- Security (P)
- Generator/electricity (E)
- Assembly areas (AA)

All actual events active must be in compliance with the descriptions, disclosures, and other representations of the applicant, and the applicant warrants by the signature below that all material facts are fully described in this permit application and attached submittals. The approval of this permit does not relieve the sponsor, tenant, or owner from abiding by any other law applicable to the use of the property, including but not limited to applicable zoning, or applicable to the conduct of activity during the event. The City's sole action is to deny, approve, or approve with conditions the event as described; and the City is in no way responsible or liable for acts and omissions of the permitted or others associated with the event.

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_