



SPECIAL EVENT
GUIDELINES
AND
APPLICATION PACKET

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DEFINITION OF A SPECIAL EVENT

The City of Hanahan has outdoor facilities suitable for a variety of special events that contribute to the individual, social, economic and environmental health and well-being of the community.

A special event is defined as an activity involving the use of, or having impact upon public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities and areas surrounding the event.

A special event may include but is not limited to races, carnivals, festivals, parades, company picnics, private fundraisers, camps and concerts.

The City of Hanahan will conduct a review process upon receipt of the application and will make a decision to approve the event based on the following criteria:

- Goals and objectives of the City of Hanahan Strategic Plan.
- Duplication of events
- Public impact on street access and closures
- Scheduling conflicts with other city activities
- Adequate support staffing and event staffing
- Applicant references

FEES/DEPOSITS

Facility	Fee Per Day	Deposit
Amphitheater	\$1,400.00	\$300.00
Amphitheater w/ Concessions	\$2,000.00	\$300.00
Yeamans Hall Gym	\$1,000.00	\$300.00
Mabeline Gym	\$1,400.00	\$300.00
Athletic Fields	\$200.00	\$100.00
Athletic Fields w/ Concessions	\$500.00	\$100.00
Senior Center Multi-Purpose Room	\$40.00 per hour	\$100.00
Picnic Shelter	\$10.00 per hour	N/A

***EACH RENTAL WILL REQUIRE A MINIMUM OF ONE CITY EMPLOYEE AT A RATE OF \$25.00 PER HOUR. ADDITIONAL MAINTENANCE CREW/CLEANING CREW WILL BE \$25.00 PER HOUR AS NEEDED.**

- **Security and Damage Deposits:** A security/damage deposit is due at the time of reservation approval. This deposit may be retained by the City to pay for any damage caused to the park or facility or any costs incurred by the City due to the use of the facility by the applicants party. A larger deposit may be required if the City reasonably determines that the risk of any damage to the City property from the event exceeds the minimum deposit. The customer is responsible for any damage to City property that is not covered by the security/damage deposit.
- **Payment:** All payments for the event will be due at the at least 2 weeks prior to the event date. Cash, Checks, or Credit Cards are accepted.
- **Refund Policy:** The City of Hanahan may refund your facility rental fee if for any reason you are not able to fulfill your agreement. You must make your request for a refund in writing. Refunds will be distributed on a pro-rated basis as follows:
 - 30 days out Full Refund
 - 0-29 days out 50% refund

SPECIAL EVENT REQUIREMENTS

Application Information:

A special event application must be filled out completely. The application may be approved only after all requirements and deadlines specified in this packet are met. If the application is denied the City of Hanahan assumes no liability for expenses incurred by the applicant.

Basic Considerations:

- **Application Form:** The application form must be completed in full, with all necessary permit applications before the review process can begin.
Completed application can be submitted at the beginning of the calendar year.
Applications must be received at least forty-five (45) days prior to the event date, as well as any modifications to the original application. After the City of Hanahan receives the application it will be routed to the different departments for approval. You will be notified 15 working days after the application is submitted if it has been approved, denied or if additional information is needed. **PLEASE NOTE, EVENTS INTENDING TO SELL ALCOHOL MUST SUBMIT ENTIRE APPLICATION AND ALL ADDITIONAL PERMIT APPLICATIONS SIXTY (60) DAYS PRIOR TO THEIR EVENT.**

Sell of alcoholic beverages will be permitted only for groups or organizations with the sole purpose of generating revenue for non-profit and/or charitable events. Proof of the charitable organization or 501c may be required.

- **Vendors**
Vendors operating a business for profit within the city limits are required to purchase a City of Hanahan Business License. Licenses are based on gross income pursuant to SC Law.
Persons selling products are also required to have a SC Retail Sales Tax License.
Sale of alcoholic beverages requires an ABL-900 Temporary license from the SC Department of Revenue's Alcoholic Licensing Beverage Division. The serving of alcoholic beverages may require an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. Go to www.sctax.org and select the Beer-liquor-Wine-Bingo heading.
Preparation and sale of food requires contacting the SC Dept. of Health and Environmental control.

- **Insurance**

Unless exempted following event specific City review, the following insurance requirements shall apply.

Evidence of appropriate insurance must be provided with special event application upon payment not less than 2 weeks prior to the event.

The responsible organization/individual shall indemnify and hold harmless the City, its officers, officials, employees and insurance pool from and against all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions, or proceedings of any kind including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community event.

The responsible organization/individual shall procure and maintain at its own cost general liability insurance in the amount of not less than \$1,000,000.00 combined single limit per occurrence unless otherwise specified against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law.

The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types.

Special events requesting an alcohol permit will be required to obtain a liquor legal liability coverage. The liquor liability insurance can be endorsed to the general liability insurance policy or purchased naming the City of Hanahan separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.00.

The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying **the City of Hanahan as an additional insured**. The City of Hanahan does not sell insurance. However, this type of insurance policy can be acquired from most private insurance carriers. **YOUR PERMIT WILL NOT BE ISSUED IF THE REQUIRED INSURANCES CERTIFICATE(S) HAS NOT BEEN RECEIVED PRIOR TO THE SPECIAL EVENT.**

- **Security**

The City of Hanahan reserves the right to specify the need for and number of police officers or security personnel required to be in attendance at any event. The City of Hanahan Police Department will review all special event applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts.

The costs associated with additional required security or police staffing will be at the expense of the responsible organization based upon a uniformly-applied formula of officers-to-anticipated attendees. Off duty Hanahan police officers may be hired for private security based on the event.

The City of Hanahan does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.



SPECIAL EVENT APPLICATION

PUBLIC EVENTS MUST COMPLY WITH THE SPECIAL EVENT REQUIREMENTS

Today's Date: _____

Park Location Requested: _____

Date(s) Requested: _____

Set-Up Date/Time: Beginning _____ (a.m. p.m.) Ending: _____ (a.m. p.m.)

Actual Event Date/Time Requested: Beginning _____ Ending _____

Event Name: _____

Organizer Name: _____

Organizer Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Contact Person on call during event: _____

Contact Persons Cell Phone: _____

Approximate Number of Attendees: _____ Approximate Number of Staff: _____

Please answer all questions:

1. Is this event public or private? _____
2. Will there be an admission fee charged for this event? Yes _____ No _____
3. Will vendors be selling any items? Yes _____ No _____
4. Will there be amplified sound? Yes _____ No _____
5. Will there be food vendors and/or caterers at the event? Yes _____ No _____
6. Will you have tents? Yes _____ No _____
7. Will there be stakes longer than 12"? Yes _____ No _____
If you use ground stakes longer than 12", line locates will be required for irrigation lines

8. Will additional security be hired? Yes _____ No _____
Name and contact information
9. Will alcohol be served at your event? Yes _____ No _____
If yes a special alcohol permit application must be submitted with this application
Who will be serving the alcohol: _____
Have they applied for the special events beer/wine license? Yes _____ No _____

Applicants are responsible for cleaning and restoring the site after the Special Event. Cleanup should begin within one hour after the Special Event is concluded and continue until completed

Hold Harmless/Indemnification Agreement

In consideration for being able to use the facilities and equipment of the City of Hanahan, the renter, on behalf of all heirs, personal representatives and assigns, shall indemnify and hold harmless the Hanahan Recreation and Parks Department, The City of Hanahan, its officers, agents, employees, representatives, and executors and all others acting on behalf from and against any and all claims, responsibilities, or liabilities for any accident, injury, loss of any kind, expense, or claims for injury or damages including those caused by passive or negligent acts or omissions of Hanahan Recreation and Parks, The City of Hanahan, its officers, agents, employees, representatives, and executors and all others acting on their behalf arising out or in any way connected with the performance of this agreement.

No application will be accepted without a signature, Please complete, sign and return this application to:

Hanahan Recreation and Parks Department
3100 Mabeline Rd.
Hanahan, SC 29410

Signature Date

Approval HRPD Date



**City of Hanahan
Amphitheater
Alcoholic Beverage Agreement**

Event Date _____ Event Hours _____

Group _____ Event Type _____

Contact Name _____ Driver License # _____

Address _____ Est. Attendance _____

City _____ State _____ Zip Code _____

Contact Phone _____
Home Work Mobile

- All functions that include the use of alcoholic beverages require approval of this Alcoholic Beverage Agreement by the City of Hanahan
- If approved, this application will allow your group to have and consume alcoholic beverages at the named facility as long as the rules, regulations and conditions outlined below are understood and adhered to.
- The sale of alcohol must be approved by the City. The City reserves the right to prohibit alcohol sales.

- For approved functions involving the sale of alcohol (cash bar), the renter is required to abide by the laws of the State of South Carolina as set forth by the SC Department of Revenue (SCDOR).

The SCDOR requires:

Special one day event license
Retail sales license

Criminal background check
BYOB permit (when applicable)

- Each permit shall be issued from the SC Department of Revenue and a copy should be given to the City of Hanahan 10 working days prior to the event date.

SC Department of Revenue
ABL Division
P.O. Box 125
Columbia, SC 29214
www.sctax.org

- This application is valid only on the day requested and only for the hours the facility is reserved.
 - The renter must provide proof that he/she is at least 21 years of age and a South Carolina resident. The renter must also provide a hard copy of their license.
 - The renter is personally responsible for monitoring all activities relating to alcoholic beverages and agrees to prohibit the use of alcohol by minors.
 - All alcoholic beverages must remain in the immediate rental location. Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited except in the designated areas or as approved with the special event.
 - Renter is responsible for assuring the proper conduct of all persons attending their event, for informing group members of the alcoholic beverage application rules, regulations and conditions and for immediately restoring City of Hanahan property in the event of damage. The City of Hanahan assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages at the City of Hanahan facilities.
 - The bar should announce last call approximately 1 1/2 hours before the end of the rental time and shall not serve within 1 hour of end of the rental.
 - The above named group or individual assumes liability for all damages to the City of Hanahan property caused by any member of the group whether accidental, willful, or the result of carelessness or negligence.
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- Individuals and groups that fail to abide by these rules and regulations or who cause problems for other event patrons due to the consumption of alcoholic beverages will have their privileges revoked and run the risk of having future alcohol usage agreements denied. The City of Hanahan also reserves the right to remove or have removed from the grounds any person whose behavior it deems objectionable.

- If any member of your group fails to comply with the above stated guidelines, the City of Hanahan reserves the right to terminate this agreement and the facility rental without a refund.
- The City of Hanahan will require that the renter contract with the Hanahan Police Department to provide event security. The City of Hanahan shall require that a security plan be submitted by the renter for review no less than 10 business days prior to the event date.
- **Alcohol sales will only be approved for charitable or non-profit organizations only.**

Hold Harmless/Indemnification Agreement

In consideration for being able to use the facilities and equipment of the City of Hanahan, the renter, on behalf of all heirs, personal representatives and assigns, shall indemnify and hold harmless the Hanahan Recreation and Parks Department, The City of Hanahan, its officers, agents, employees, representatives, and executors and all others acting on behalf from and against any and all claims, responsibilities, or liabilities for any accident, injury, loss of any kind, expense, or claims for injury or damages including those caused by passive or negligent acts or omissions of Hanahan Recreation and Parks, The City of Hanahan, its officers, agents, employees, representatives, and executors and all others acting on their behalf arising out or in any way connected with the performance of this agreement.

No application will be accepted without a signature, Please complete, sign and return this application to:

Hanahan Recreation and Parks Department
3100 Mabeline Rd.
Hanahan, SC 29410

Signature	Date
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Approval HRPD	Date
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Alcohol Plan

Will alcoholic beverages be served without charge? Yes _____ No _____

Will alcoholic beverages be sold? Yes _____ No _____

Who will be serving the alcohol?

_____ Self Serve _____ Volunteers _____ Caterer
_____ Licensed Bartenders _____ Staff _____ Other _____

List designated areas where alcohol will be served and consumed: _____

Times for alcohol to be served: Start: _____ Finish: _____

Please note that all alcohol ticket sales must end 60 minutes prior to the Special Event ending time and alcohol service must end 20 minutes prior to the Special Event ending time.

Please note that the following controls will be followed at Special Event service alcohol:

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by the posting of signage 11" x 17" size, stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for the serving and consumption of alcoholic beverages during the Special Event may be required.
- No alcoholic beverages shall be served within 20 minutes of the conclusion of the Special Event. No more than 2 alcoholic beverages shall be served to any person at one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor which indicates that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event Applicant and invitees shall be in compliance with all other applicable federal, state, local statutes, ordinances, rules, regulations, licenses and permits, including permits required by South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.
- Alcoholic beverages shall be served in clear plastic cups or cans only, no glass containers shall be permitted.

Site Plan

Attach an event site plan/layout to this application.

Note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable

restrooms, trailers, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

Signage

The Special Event Applicant shall be required to follow all City of Hanahan ordinances and policies and South Carolina Law. Applicant may be required to print and hang signs that display applicable rules and regulations.

Signage will be required to display the following:

NO ALCOHOL ALLOWED BEYOND THIS POINT	EVENT NAME ALCOHOL PERMIT HOURS ALCOHOL SALES BEGIN @ SALES END @ EVENT ENDS @	City of Hanahan It is unlawful for any person under the age of 21 to purchase or possess beer, wine or other alcoholic beverage	All profits from alcohol sales will be donated to <hr/> Charitable Organization
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