

Special Events Form



This form must be completed for any event expected to exceed 100 participants and/or attendees. All fees and required paperwork must be received one month in advance of the event on the Wednesday before the next month's Town Council meeting. Please type and print the completed form. Events held on private property do not need a special events form, but may require a Temporary Use Permit. Call 803-547-2116 ext. 257 for more information.

Contact Information

Name of Event _____

Summary of Event _____

Event Website _____

Applicant Name _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Event Information

Event Start Date [Click here to enter a date.](#) _____

Event End Date [Click here to enter a date.](#) _____

Start Time of Event [Choose an item.](#) _____

End Time of Event [Choose an item.](#) _____

Town Facility Requested? [Choose an item.](#) _____

Event Location _____

Describe any revenue _____
Revenue can be generated from admission fees, spectator solicitation, vendor fees, concessions, sponsors, etc.

Is the event ongoing? [Choose an item.](#) _____

Additional Dates. _____
No organization can hold more than five events at a town facility during a calendar year (01/01 – 12/31). No single event can be held more than five times at a town facility during a calendar year (01/01 – 12/31). A special events form and the required paperwork must be completed for each additional date of the event.

Is this a public event? Yes No

Event Details

Event Type (See Special Events Policy)

Type A Type B Type C

Is your organization a charity or non-profit organization?

Yes No

Is your event benefitting a charity or non-profit organization?

Yes No

Charity Name _____

Charity Tax Exemption # _____

Please provide proof from the SC Secretary of State showing you are a registered non-profit and in compliance with the SC Secretary of State's regulations. See Special Events Policy for additional information. If your event benefits a non-profit or is organized by a non-profit that is not in good standing with the SC Secretary of State, the event application may be denied.

Do you plan to sell alcohol at the event?

Yes No

Do you plan to serve free alcohol at the event?

Yes No

Type of alcohol? (check all that apply)

Beer Wine Liquor

Permission must be acquired from the Fort Mill Town Council to serve or sell alcohol in any town park (Spratt Building excluded). It is illegal to sell beer, wine or liquor on any town streets unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. The organization serving/selling alcohol will be required to have liquor liability insurance naming the Town of Fort Mill and Leroy Springs and Company as additional insured. See Special Events Policy for serving requirements.

Who will serve alcohol? _____

Start Time of Alcohol Choose an item.

End Time of Alcohol Choose an item.

Do you plan to have amplified sound at the event?

Yes No

Permission must be acquired from the Fort Mill Town Council to have amplified sound in any town park. Amplified sound will not be allowed past 10 PM without special permission by Fort Mill Town Council. Amplified sound must comply with the Town of Fort Mill's Noise Ordinance. See Special Events Policy for additional information.

What type of sound? (check all that apply)

Recorded music Band Speeches DJ

Sound Provider _____

Who will setup sound? _____

Who will remove sound? _____

Sound Setup Time Choose an item.

Sound Removal Time Choose an item.

Will you have the following? (check all that apply) Sound board Speakers Microphones

Number of speakers Choose an item.

Do you plan to have stages?

Yes No

Number of stages Choose an item.

Stage Provider _____

Who will setup stage? _____

Who will remove stage? _____

Stage Setup Time Choose an item.

Stage Removal Time Choose an item.

Will there be vendors? Yes No

List vendor types _____

Vendor types include food, craft, artisan, business, community organizations, etc. Event organizer may be required to provide a list of vendors before the event and also collect hospitality tax. Food vendors must provide current liability insurance to event organizers naming the event, Town of Fort Mill and Leroy Springs and Company as additional insured. Vendors operating in the Town of Fort Mill are required to obtain a business license through the Town's business office. Call 803-547-2034 ext. 261 for licensing information.

Do you plan to have mechanical rides? Yes No

Number of rides Choose an item.

Start Date of Rides Click here to enter a date.

End Date of Rides Click here to enter a date.

Start Time of Rides Choose an item.

End Time of Rides Choose an item.

Rides Provider _____

Do you plan to have inflatables? Yes No

Number of inflatables Choose an item.

Start Date of Inflatables Click here to enter a date.

End Date of Inflatables Click here to enter a date.

Start Time of Inflatables Choose an item.

End Time of Inflatables Choose an item.

Inflatables Provider _____

Do you plan to have pyrotechnics/fireworks? Yes No

Start Date of fireworks Click here to enter a date.

Start Time of Fireworks Choose an item.

End Time of Fireworks Choose an item.

Fireworks Provider _____

Companies providing inflatables must comply with safety regulations in the Special Events Policy. Companies providing attractions such as mechanical rides, inflatables, climbing walls, stages or other attractions must have a \$1 million liability insurance policy naming the event, Town of Fort Mill and Leroy Springs and Company as additional insured. Companies providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks permit and provide a copy to the Fort Mill Fire Department at least 30 days prior to the event. In addition, the Town of Fort Mill Fire Department may determine the use of pyrotechnics on a case-by-case basis.

Event Setup

Setup Start Time Choose an item.

Cleanup End Time Choose an item.

List Road Closures

Road Closure Begins Choose an item.

Road Closure Ends Choose an item.

Please indicate if your event is any of the following: Run/Race Walk Bike Parade

A detailed route including the location of registration, road closures, start and finish lines must be included with your application. In the event of road closures, event organizers must secure approval to close roads from the Fort Mill Police Department at 803-547-2022. The Fort Mill Police Department reserves the right to deny any request for road closures. The Police Department can also assist with route planning.

Will tents be used for this event? Yes No

Tent Provider

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.

Is the event animal-friendly? Yes No

If event is animal friendly, liability insurance must cover animals at the event.

Will the event have animal contact (petting zoo, animal photos, pony rides, etc.?) Yes No

If event has animal contact, liability insurance must cover animals in the policy. Events featuring animal contact may have to go before council for approval.

List animal contact

Do participants plan to camp/stay overnight? Yes No

Do participants plan to leave items overnight? Yes No

List overnight items

Will signs or banners be erected? Yes No

Expected # of signs Choose an item.

List all sign sizes

Do you have banners you want mounted on Town-owned light/other poles? Yes No

Start date of banners [Click here to enter a date.](#)

Removal date of banners [Click here to enter a date.](#)

Requests for banners is subject to denial. Event organizers with approved banner requests are responsible for delivering and picking up banners from Fort Mill Town Hall, by the appropriate dates.

Do you require power supplied by the Town of Fort Mill? Yes No

Events requiring power supplied by the Town of Fort Mill will be charged a \$50 usage fee.

Power needs (amp/volt) _____

Will generators be used? Yes No

of generators Choose an item. _____

List parking locations _____

Has permission been obtained for parking locations? Yes No

Event organizers are responsible for obtaining permission for use of any privately owned parking lots.

Do you require water supplied by the Town of Fort Mill? Yes No

Events requiring water supplied by the Town of Fort Mill will be charged a \$50 usage fee.

List water locations _____

Town Support

Will portable restrooms be used? Yes No

of portable restrooms Choose an item. _____

Restroom Provider _____

It is recommended to have one portable restroom per 250 people expected to attend the event. At least 10% of these facilities should be ADA accessible.

Please note if you need the Town of Fort Mill to provide the following:

Roll Carts? Yes No

Number of roll carts Choose an item. _____

Drop Off Location _____

Roll Carts Set Out Date [Click here to enter a date.](#) _____

Roll Carts Pickup Date [Click here to enter a date.](#) _____

Time to Empty Roll Carts Choose an item. _____

Time to Pickup Roll Carts Choose an item. _____

Barricades? Yes No

Number of barricades Choose an item. _____

Barricade Locations _____

List Cleanup Plan _____

Town personnel to clean up street and public property? Yes No

Safety and Security

A first aid/safety plan must be submitted with this form.

Have arrangements been made for medical support? Yes No

Arrival Time of Medical Choose an item.

Leave Time of Medical Choose an item.

Medical Provider _____

Will there be cooking grease or other potential fire hazards? Yes No

Will there be campfires or other open flames? Yes No

Indicate all hazardous materials that will be on site: Propane Gasoline/Gas Cans Helium

Diesel Tanks Deep Fryers Portable Heaters Helium Butane Other

Have arrangements been made to have fire hazards inspected? Yes No

List Fire Inspector _____

Have arrangements been made for police support? Yes No

Police support is required for certain types of events. See the Special Events Policy for details.

Number of police Choose an item.

Police Arrival Time Choose an item.

Police Leave Time Choose an item.

Police support is needed for: Crowd Control Road Closures Overnight Security

Stage Security Event Area Gate Security Money Handling Security Other

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

Location _____

Mobile phone number _____

Event Information

Rain Policy _____

List prior events held _____

Town Facility Rental

	Type A	Type B	Type C
York County Resident	\$150 first 2 hours \$35 each add'l hour	\$250 first 2 hours \$35 each add'l hour	\$350 first 2 hours \$35 each add'l hour
Non-York County Resident	\$250 first 2 hours \$35 each add'l hour	\$350 first 2 hours \$35 each add'l hour	\$450 first 2 hours \$35 each add'l hour

Rental fees for Walter Elisha Park, Confederate Park, Veterans Park, Spratt Building, and Main Street Fort Mill are listed in the above table. Proof of residency is required from the event organizer (responsible party), who must be at least 25 years of age or older. Events must be cancelled at least 21 days prior to the event to qualify for a full refund. Fees for water and electricity must be included with rental payment.

Events requiring police support must fill out a Police Special Events Form and write a separate check for those fees.

Responsible Party _____

Street Address _____

City, State & Zip _____

Email _____

Home Phone _____

Additional Phone _____

Event Start Date [Click here to enter a date.](#) _____

Event End Date [Click here to enter a date.](#) _____

Start Time of Event [Choose an item.](#) _____

End Time of Event [Choose an item.](#) _____

Is the event ongoing? [Choose an item.](#) _____

Additional Dates. _____

Town Facility Requested [Choose an item.](#) _____

Rental Fees

Two Hour Rental Fee \$150 \$250 \$350 \$450

Number of Extra Hours _____

Additional Fees _____

Total of Rental & Fees _____

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 Town of Fort Mill 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.

Returned Check Policy

- Checks made payable to the TOWN OF FORT MILL
- Counter checks will not be accepted.
- Checks must include driver's license (or ID) number and state of issuance, date of birth and a valid telephone number. Company checks need to include the tax ID number and a valid telephone number.
- Additionally: Returned checks are submitted to and processed for collection by the York County Solicitor's Office. Inquiries concerning returned checks should be directed to the York County Solicitor's Office, Worthless Check Unit at 803.909.7585. Additional fees will apply (including return check fee of \$30).

By signing below I acknowledge that I have read and understand the Special Events Policy, Special Events Form, Noise Ordinance, Returned Check Policy, Organizer Checklist, Police Department Special Events Form, Town Facility Rental Form, Town Facility Rental Policy, and the Hold Harmless Clause. I also acknowledge that the Town of Fort Mill is under no obligation to issue a permit and reserves the right to terminate a permit at any time.

Applicant's signature: _____

Print Name: _____

Date: _____

Mail completed form(s) and required documentation to:

Town of Fort Mill
ATTN – Special Events
PO Box 159
Fort Mill, SC 29716-0159

Hand deliver completed form(s) and required documentation to:

Fort Mill Town Hall
Business Office – ATTN: Special Events
112 Confederate Street
Fort Mill, SC 29715

Organizer Checklist

The following items must be submitted along with this completed form in order for your permit to be processed:

- Check made payable to the Town of Fort Mill for your rental fees.
- Events requiring police support need to complete a special events police form. A separate check also made payable to the Town of Fort Mill is required for police fees.
- Completed sketch or diagram of the site map including roads to be closed. Map must include locations of restrooms, tents, barricades, power sources, fire and medical support, signs and banners. Parking should also be noted on the map.
- Route including location of registration, start and finish line, and route (clarify the direction of movement) for any run/race, walk, biking and/or parade.
- Liability insurance in the amount of \$1 million naming the Town of Fort Mill and Leroy Springs Company as additional insured from the organizer. Liability insurance in the amount of \$1 million naming the Town of Fort Mill and Leroy Springs and Company as additional insured for any food vendors, liquor sales, pyrotechnic, mechanical rides, amusements and/or inflatables companies. Animal/pet friendly events must cover animals/pets in the insurance policy.
- Proof of York County residency.
- Notification letter to residents and businesses if there will be road closures.
- List of all non-profits benefitting from the event and documentation from SC Department of Secretary of State noting Charitable Compliance.
- Schedule of events and/or timeline of event's activities including set up, breakdown and clean up.
- List of all vendors participating (food and business).
- List of revenue streams. Include pricing. (Example: Food Vendor- \$25, Sponsors- \$1,000)
- Sign permit if required.
- Liquor Liability insurance for any event serving alcohol naming Town of Fort Mill and Leroy Springs and Company as additional insured.
- Copy of Temporary Beer and Wine Permit for any event serving alcohol
- SC State Fireworks Permit for any event with fireworks/pyrotechnics.
- Police Special Events form if police support is required
- First Aid/Safety Plan