

Downtown Special Event Application

The organizer(s) of a special event must fill out the application and return it to the Downtown Development Department at the City of Florence no less than 90 days prior to the start of the event.

What is an event?

An event is any organized activity involving the use of, or having impact upon, public property, public facilities, sidewalks or public roadways, or plaza spaces 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 business owners and communities surrounding the events.

Any downtown event that requires the closing of a street must receive prior approval of the City of Florence, City of Florence Police Department, and Board of Directors of the Florence Downtown Development Corp. Applicants for street festivals are limited to:

- (1) a local non-profit organization
- (2) a non-profit organization that partners with a downtown business, provided that at least 75% of the proceeds from the event be donated to that non-profit organization. The downtown business must be located on the street it intends to close for the special event. Financial accounting will be required to be submitted to the City of Florence within five (5) business days following the event. Failure to submit a financial accounting for the event will result in forfeiture of the downtown business's right to apply for future street closures.

Events are limited to one event per non-profit organization per year.

Event Priority

City of Florence and Florence Downtown Development Corp. events have priority in use of any city property or right-of-way. Other applications for downtown street festivals or special events are processed in the order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with

considerations the City of Florence and Florence Downtown Development Corp. use in deciding on the issuance of permission to host a street festival or special event.

Annual Events

Applicants who have held an event in the previous year have the first priority on the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

Approval Process

The downtown special event application process begins when you submit a completed Downtown Special Event Application to the City of Florence. Keep in mind that the receipt of your application should in no way be construed as final approval or confirmation of your request. A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your application. Copies of the application are forwarded and reviewed by all affected City departments and the Florence Downtown Development Corp. board. You may be contacted individually by these departments only if they have specific questions or concerns related to your event. Throughout the review process, you will be notified if your event requires any additional information, permits, licenses, or certificates.

During the review process, you will be allowed time to provide us with all pending documents, i.e. certificates of insurance, secondary permits, etc. These items must be received no later than 15 days prior to your event. Delays in providing these items may prevent your event from taking place.

City of Florence Non-discrimination Statement

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

Compensation for City Staffing

Depending on the size and type of event, the City may require personnel including Public Works, and/or Downtown Development Office staff to work the event. The cost of 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 of staff necessary to minimize inconvenience to our downtown businesses and residents and reduce the public liability exposure to the organizing agency, as well as the City. An invoice for the cost of City services will be transmitted to the organizing agency within thirty (30) working days after the completion of an event.

Event Security

Depending on the size and type of event, the City may require that the event organizers hire sworn off-duty City of Florence Police Officers to ensure public safety. It will be the responsibility of the event organizer to contact the Jobs in Blue coordinator for the City of Florence, and it will be up to that coordinator to determine the number of officers needed for the event. Cost for security is \$30.00 per hour with a three-hour minimum.

Online Special Events Calendar

The City of Florence Downtown Development Office provides a calendar of upcoming special events on the internet and at digital kiosks located throughout Downtown Florence. Information from your application is considered public information and may be used in developing the calendar of community events. The City of Florence Downtown Development Office special events calendar can be accessed on the internet at www.florencedowntown.com.

Event Locations

Downtown street festivals are limited to the following locations in order to minimize the impact on retail-based businesses and hotel traffic:

- (a) 200 block of S. Dargan Street
- (b) 100 block of S. Dargan Street
- (c) 100 block of W. Cheves Street (weekends only)



Downtown Florence Street Festival Application
Updated December 1, 2019

Name of Event: _____

Primary Event Contact Name: _____

Name of Non-profit Organization: _____ 501(c)3 501(c)6
Please submit a copy of your IRS non-profit determination letter.

Mailing Address: _____

Primary Phone: _____ Day-of Phone: _____ Email: _____

Event Website: _____

Description of the Event

Provide brief event description here: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Events located in the 100 block of S. Dargan Street must end by 10:00 p.m. Events located in the 200 block of S. Dargan Street must end by 11:00 p.m.

Road Closures

If your event proposes street closures, a parade, or more than one location, you must fill out a parade form with the City of Florence Police Department. This form is available from the Downtown Development Office or at the Downtown Police Substation.

Road Closure Requested: _____ Road Closure Start: _____ Road Closure End: _____

Requested Street Closure: _____

Set-up Begin Time: _____ Clean-up End Time: _____

Estimated Event Attendance: _____ Who is your target audience? _____

How will you ensure a diverse audience? _____

Does the event have a Facebook, Instagram, Twitter, or other social media page? Yes No

If yes, please list the URL: _____

Is the event open to the public? _____

Note: The City of Florence does not allow gated/ticketed admission with the exception of events held in plaza spaces.

City Services

The City of Florence and Florence Downtown Development Corp. do not provide amenities such as portable washrooms/restrooms, sound systems, tables, chairs, tent canopies, or other equipment.

Roll Carts: In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?	Yes	No	
If yes, in what containers will they come packaged in?	Plastic	Aluminum	Paper

Rules

- No glass bottles will be permitted on public roadways during street festivals. All beverages must be served in cups or aluminum cans.
- All events requiring street closure must provide roll carts throughout the event site.
- Plastic, aluminum, and paper can go in the 95 gallon blue recycling carts
- All cardboard should be broken down and placed in the 95 gallon roll cart or stacked adjacent to the roll cart containers.
- Roll carts will be delivered to a central location. It will be the responsibility of the event organizer to distribute the carts throughout the event site.

How many 95 gallon green roll carts are you requesting for TRASH? _____

How many 95 gallon blue roll carts are you requesting for recycling? _____

Delivery location: _____

Date and time for roll carts to be emptied: _____

Date and time for roll carts to be picked up: _____

Public Property Clean-up Plan

Event organizers are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, cans, and event marketing signage. The cost of any employee overtime incurred due to an applicant’s failure to clean and/or restore the site following the event will be borne by the applicant. If you reasonably believe no litter will be generated during your event, please indicate this in your event plan.

Safety and Security

Depending on the size and type of event, the City may require that the event organizers hire sworn off-duty City of Florence Police Officers to ensure public safety. It will be the responsibility of the event organizer to contact the Jobs in Blue coordinator for the City of Florence, and it will be up to that coordinator to determine the number of officers needed for the event. Cost for security is \$30.00 per hour with a three-hour minimum.

Please note that all events where beer and wine are being served/sold MUST obtain City of Florence police officers for the event.

Date and Time for Security to be on-site: Date: _____ Start Time: _____ End Time: _____

Voice/Music Amplification

Will your event include musical entertainment? If yes, answer the following question and attach a schedule of any music or entertainment proposed to occur during the event. Yes No

Number of stages: _____ Number of bands: _____ Type(s) of music: _____

If your event will use amplified sound, please indicate times: Start Time: _____ End Time: _____

Note: *Operation of amplified sound equipment is restricted to the hours of 8:00 a.m. until 10:00 p.m. within the H-1 Historic District.*

Permission to conduct a street festival should not be mistaken for a “noise permit.” Please note that the volume of the sound, including amplifying equipment, is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. A City of Florence police officer may determine that noise during a permitted event is offensive to others and may require the applicant to stop the noise. Also, the FPD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

Tents, Signage, and Decorations

If tents will be used for this event, please list the sizes and types below:

Size: _____ Type: _____ Size: _____ Type: _____

Size: _____ Type: _____ Size: _____ Type: _____

Note: *The drilling of pavement holes/marring the pavement is strictly prohibited in parking lots, streets, sidewalks, curbs, etc. All signage and tent anchoring must be accomplished with weights such as sandbags, concrete, water-filled barrels, or commercially available weight products.*

If any signs or decorations will be hung, please list the details below:

Note: *All fasteners must be able to be removed at the conclusion of the event leaving no residue behind. All tape must be removed from surfaces and the event is responsible for any damages incurred to City of Florence property.*

Vendors

A vendor is anyone who is selling, serving, sampling, or displaying food, beverages, merchandise, or services. Does the event include vendors? Yes No

Please indicate the type of vendors you will have on-site:

Food vendors cooking on-site using heat sources Pre-prepared food vendors Retail/Arts & Crafts Vendors

Event planners are responsible for contacting the SC DHEC office for approval of any food preparation or service. Event planners are responsible for contacting the SC Department of Revenue with a vendor list and are responsible for adhering to SC Dept. of Revenue retail licensing procedures. Event planners are responsible for coordinating grease barrels and grease removal for vendors using deep fat fryers.

Fire Regulations

The City of Florence Fire Department and fire code require that all vendors who are preparing food on-site using a heat source must have both a Class K and Class ABC fire extinguisher at their cooking station during the event. Self-contained food trucks must have fire suppression system inside their unit. A copy of the City of Florence fire regulations for special events can be obtained through the Downtown Development Office for distribution to vendors.

Electrical Needs

Will your event require the use of available downtown power receptacles? Yes No

Service required beyond that which is generally available in the event area must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Event planners are required to coordinate power needs with the Downtown Development Office at least 10 days prior to the scheduled event. Generators used must be “quiet run” and may not have exposed mufflers due to safety considerations.

Attractions and Amusements

Does your event include mechanical rides, inflatables, or other attractions? Yes No

If yes, with what company? _____

List any additional details: _____

Note: Applicants contracting with inflatables or amusements companies are required to provide the City of Florence and Florence Downtown Development Corp. with a certificate of insurance naming the applicant and City of Florence/FDDC as additional insured on general liability. The location of amusements/inflatables must be coordinated with the Downtown Development Office.

Alcohol

If you plan to sell or serve alcohol, you must obtain the appropriate license/permit from the SC Dept. of Revenue. Please submit a copy of your license within 10 days of your event.

Will alcoholic beverages be served? Yes No
Will alcoholic beverages be sold? Yes No

Have you applied for a temporary ABC permit from the SC Dept. of Revenue? Yes No

What type of alcohol will be served?
Draft Beer Canned Beer Wine

Who will serve the alcohol? _____

Times for alcohol to be served: Start Time: _____ End Time: _____

All alcohol sales must end 15 minutes prior to your event ending time.

Locations within event site where alcohol will be served:

Requirements for Compliance with the Alcohol Policy Related to Serving and Consumption of Alcoholic Beverages

1. City Ordinance No. 2014-15, § 2, 5-12-2014 provides that the city manager or his designee may issue permits allowing the possession, sale, service, consumption, and distribution of beer and wine at special events. Hard liquor (alcohol) such as mixed drinks may not be present, possessed, consumed, or served at any permitted special event.
2. The serving of alcoholic beverages shall not begin before the designated event start time and there shall be no open containers of alcohol on-site prior to the designated event time. All alcohol must be removed at the conclusion of the event. The event organization and all participants must discontinue the distribution of alcohol 15 minutes prior to the end of the event.
3. Serving hours must be clearly posted at each service location.
4. The event organization must contact the City of Florence police department and schedule use of “no alcohol beyond this point” signage, which must be placed at the special event boundaries and will be enforced by City of Florence Police.

5. There shall be no glass bottles used during the event. The contents of any beer or wine in a glass bottle must be poured into a plastic or paper cup. Alcoholic beverages must be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
6. No more than two beer or wine beverages may be sold to a customer at one time.
7. It is a violation of South Carolina law to sell beer or wine to an intoxicated person (§61-4-580). Those who arrive in an intoxicated condition, even if legal age, must be denied alcohol.
8. It is a violation of South Carolina regulations to permit or knowingly allow a person less than 21 years of age to purchase or possess or consume liquor, beer, or wine. (Regulation 7-200.4)

Portable Restrooms

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Downtown Development Office recommends one (1) portable toilet unit for every 250 attendees anticipated to attend. Ten percent (10%) of these facilities must be ADA accessible.

Do you intend to rent portable restrooms and/or sinks? Yes No
Portable Restroom Company: _____ Phone: _____
Equipment Set-up Date: _____ Set-up Time: _____
Equipment Removal Date: _____ Removal Time: _____

Parking Lot Usage

If your event plans to restrict access to private parking lots, 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 or reimburse the property owners for any loss of revenue. This letter must be submitted to the Downtown Development Department prior to the issuance of a Downtown Street Festival permit.

Resident and/or Business Notification

Events that propose street closures, or may cause disruption for Downtown Florence residents, businesses, churches, etc. must mail or hand-deliver notification to the affected parties at least two weeks prior to the event. Notices must reflect the date, time, and location of the event, types of activities taking place, and the event coordinator’s contact information. The notice must also give detour or alternate route information if normal access is affected.

First Aid

Please indicate what arrangements you will make for providing basic first aid staffing and equipment during your event.
First Aid Provider Name: _____
Site Location: _____ Phone Number: _____
Times of Operation: From _____ to _____

Crisis Management Plan

Each event must provide a communication and crisis management plan. The plan should be submitted to the Downtown Development Office before the Downtown Street Festival permit is issued.
Name of person responsible for notifying emergency services: _____
Phone Number: _____ Contact Method: _____
Method event staff and volunteers will use to communicate with each other: _____

Site Plan

Please attach a site plan sketch of your proposed event. Include maps, outline, or diagram of the entire event venue including the names of all streets or areas that are part of the proposed venue and surrounding area. The plan should include the following information:

Tents (including sizes): X	First Aid/EMS: FA	Amusements/Inflatables: I
Alcoholic Beverage Stations: A	Decorations: D	
Food Vendors: FV	Portable Restroom Units: P	
Other Vendors: OV	Stages(s): S	
Garbage/Roll Cart Areas: RC	Kids Area: K	

The event area requested must be reasonably suited relative to the accessibility, size, and nature of your proposed downtown street festival. 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.

Insurance Requirements

All downtown events taking place on public property are required to provide event insurance coverage. Where required, the application, or if applicable, the organization/sponsor hosting the event shall maintain insurance in the amount specified below to cover the entire duration of the event including set-up and break-down. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying both the City of Florence and Florence Downtown Development Corp. as additional insured. The COI must also indicate the event location.

	Individual Occurrence	Aggregate
General Liability	\$1,000,000	\$2,000,000
Liquor Liability (required for all events serving/selling alcohol)	\$1,000,000	

Note: *The City of Florence does not sell insurance. This type of insurance policy can be acquired from most private insurance carriers. Your street festival permit will not be issued if the insurance certificate has not been received prior to the event.*

Hold Harmless

The applicant agrees to protect, save and keep the City of Florence, Florence Downtown Development Corporation, and their representatives, employees and agents forever harmless for any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the applicant or the representatives, agents or employees of the applicant or those persons acting under the express or implied authority of the applicant. The applicant assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents and guests. The City of Florence and their representatives, employees and agents will not be liable for any loss, damage, or destruction of applicant’s property by theft, fire, accident or any other cause. The applicant assumes full responsibility and liability for all injury to any and all persons or property or personal injury caused by the applicant or its agents, representatives or employees. The applicant will indemnify and hold harmless the City of Florence, participating sponsors and their representatives, employees and agents against any and all liability whatsoever arising from any damage to property or personal injury or loss caused by the applicant, it’s agents, representatives, employees or such other persons.

Applicant’s Signature: _____ Date: _____

Accepted by _____ for FDDC/City of Florence Date: _____