

# DOWNTOWN PLAZA USE PERMIT



324 W. Evans St, Florence, SC 29501  
 843-678-5912 (phone)  
 843-292-4911 (fax)

Section 1 – Application Information			
Applicant Name			
Applicant Organization (if any)			
Address			
Phone Number (day)		E-mail/Website Address	
Onsite event Contact Person Name		Onsite event Contact Phone Number	
Section 2 – Event information			
Name of Event		Event date(s)	
Event Type (check one) <input type="checkbox"/> Performance <input type="checkbox"/> Ceremony <input type="checkbox"/> Vigil <input type="checkbox"/> Rally <input type="checkbox"/> Protest			
Desired Plaza Space: <input type="checkbox"/> James Allen Plaza <input type="checkbox"/> Evans Street Breezeway <input type="checkbox"/> Kress Alley			
Event Description:			
Begin set up time	Event start time	Event end time (max. 2 hrs. for Performances)	Clean up end time
Previous Permits issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated number of participants and/or spectators			
Will any temporary structure be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe type and measurements:			

The applicant certifies that the above information is correct and complete. The permit may be revoked if: the information is incorrect or incomplete; the event fails to comply with the attached Plaza Use Policy; or if the proposed activity no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City. The applicant may need additional permits, license, and insurance for the activity. The applicant understands that the Plaza Permit does not grant exclusive use of the Public Plaza space.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Permit approved by:	Date:
Special Conditions or reason for denial:	