

DOWNTOWN FLORENCE STREET FESTIVAL POLICIES

Revised 04/2019

Any Downtown Florence event that requires the closing of a street must receive prior approval of the City of Florence, City of Florence Police Department and the Board of Directors of the Florence Downtown Development Corporation. All applicants should submit their application through the City of Florence Downtown Development Office located at 324 W. Evans Street, Suite 200.

Applicants for street festivals are limited to:

- (1) a local non-profit organization (501(c)3 or 501(c)6 as identified by the IRS)
OR
- (2) a non-profit organization who 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. Please note that a 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.

Only one application per month will be considered within any downtown overlay district. Proof of non-profit status is required to accompany applications. For-profit entities that are not located downtown including event promoters and for-profit event organizers will not be eligible to host a street festival in Downtown Florence. Individuals will not be eligible to host a street festival in Downtown Florence.

The street festival application can be obtained through the Downtown Development office located on the second floor of the City Center, 324 West Evans Street.

The closing of a street can create a disruption to downtown businesses and creates additional manpower from various city departments. Therefore, all requests for street festivals involving a street closure must be evaluated by the above mentioned entities to evaluate the feasibility and impact of the proposed event.

Because of budget and manpower limitations, effective August 1, 2017, any new street festivals that are approved will be subject to the following conditions:

Tents, tables, chairs and other event related items must be provided by the sponsoring organization. If an event company is used for setup and teardown, proof of liability insurance must be provided by the event company. In addition, an event liability policy is also required from the sponsoring organization. All policies must name both the City of Florence and

Florence Downtown Development Corporation as additional insured. If alcohol is being served, the policy must include alcohol liability.

The City of Florence can provide trash roll carts at a fee of \$100 per 10 roll carts, this will include delivery, pickup and disposal of the trash in the roll carts. Cleanup of trash not in a waste receptacles is the responsibility of the sponsoring organization. A fee of \$250 shall be imposed if the city is required to cleanup after the event.

If available, the city owned stage can be rented for \$1000.00 which includes delivery, setup and teardown **only if** the City and/or Florence Downtown Development Corp. is a sponsoring entity for the proposed special event.

If alcohol is being served, the organization MUST hire a minimum of two City of Florence police officers for the event. Arrangements should be made directly with Captain Bob Drulis at 843-665-3191. To sell alcohol a special event temporary license for beer and wine must be obtained through the SC Department of Revenue. Please be aware that SC law forbids the sale or consumption of hard liquor in public spaces which includes streets and sidewalks. Only beer and wine are permitted.

Following the event, an event review sheet must be completed and submitted to the Downtown Development office no later than 10 days after the event. Failure to submit the form will disqualify the organization from having other downtown events in the future.

Any questions regarding these policies should be directed to the Downtown Development Manager 843-678-5912.