

Town of McClellanville
405 Pinckney St
McClellanville, SC 29458
Phone: (843) 887-3712
Email: mcclellanville@outlook.com



Application Guidelines

Special event permits are required for any organized event involving the use of, or having an impact on public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use. The Town's goal is to assist event organizers in planning safe and successful events that create minimal impacts on the communities surrounding the events.

There is a **\$200 event fee** for special event permits with the exception of Civic and Nonprofit Organizations with proof of 501(C)3 status with Council's approval. A **\$200 cleaning deposit** is also required (refundable upon satisfactory post-event inspection).

- Applications should be submitted a minimum of thirty (30) days prior to the event.
- Completion and submittal of this application does not guarantee approval.
- Proof of insurance must be submitted fourteen (14) days prior to the event.
- SCDOT parade application must be submitted if streets are to be blocked.
- Portolet arrangements are required to be made for events for more than 25 people.
- Outdoor cooking must meet South Carolina Department of Agriculture (SCDA) regulations. [Department of Agriculture-Retail Food Safety](#)
- Applicants are responsible for cleaning and restoring the site after the event.
- Please know that SCDHEC, SCDOR, and the Town of McClellanville all have the authority to visit any event to ensure compliance.

Any event located on town owned or maintained property is required to provide a **certificate of general/property liability insurance** for one million (\$1,000,000) dollars, no exclusions, with the Town of McClellanville named as additional insured on applicable liability coverages. Event liability insurance may be obtained through a special event policy by visiting <https://gatherguard.com/> using the ID Code: 0501-1092.

Please notify Town Hall if there is a change after submitting application (time, date(s), location, route, etc.) Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.

Return this application to the Town Administrator at mcclellanville@outlook.com or at Town Hall during business hours.

MUNICIPAL PROPERTY SPECIAL EVENT APPLICATION

PLEASE PRINT OR TYPE INFORMATION CLEARLY AND ACCURATELY.

*Completed applications must be submitted at least thirty (30) business days prior to the event.
An incomplete application will not be considered. Submission does not guarantee approval.*

Today's Date: _____

Fees Paid: \$200 Event _____
\$200 Refundable Cleaning Deposit _____

Applicant Information

Sponsoring Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Cell: _____

E-mail address or website: _____

Event Details

Event Name: _____

Event Dates: _____

The event will begin at: _____ (Time) The event will end at: _____ (Time)

Estimated number of people attending event: _____

Location of event: _____

Describe type and size of event (location, area used, entertainment, etc.) Provide or sketch a map on a separate sheet of paper. The map should detail streets to be closed, placement of tents, restrooms, trash facilities, vending areas, etc. Vehicles or cookers cannot be driven on grass or sidewalks of Town property. **NOTE: South Carolina Department of Transportation (SCDOT) (843)740- 1655 approval is required for street closures and the applicant must provide proof of approval prior to event.**

Setup/Dismantle Date & Time

Setup Day & Date _____ Start Time _____ End Time _____
 Event day (s) Day & Date _____ Start Time _____ End Time _____
 Dismantle Day & Date _____ Start Time _____ End Time _____

Event Setup --Check the appropriate box ☐ .

Do you request street closure during event? ☐ yes ☐ no

If yes, which street? _____

Start Time: _____ Finish Time: _____

Will tents be used for the event? ☐ yes ☐ no Please identify location(s) on the map

Will any signs or banners be erected? ☐ yes ☐ no If yes, how many? _____

All banners and signs must be approved by the Zoning Administrator.

Will generators be used? ☐ yes ☐ no List number, size, and identify on map.

Will there be musical entertainment features with your event? ☐ yes ☐ no

If yes, Start Time: _____ Finish Time: _____

Note: Please be aware that loud and unreasonable noise (including music) is a violation of Town Ordinance. If a law enforcement officer or town official determines that noise from your event is offensive to others, you may be required to lower or discontinue the noise – even if you have a Special Event Permit. Operation of amplifying equipment is restricted to the hours of 10 am – 10 pm.

Have arrangements been made for portable restrooms? ☐ yes ☐ no Identify location(s) on map. Name and contact information of company: _____

Have arrangements been made for cleanup/trash disposal? ☐ yes ☐ no If yes, please list details below: _____

Name and Phone number of person responsible for cleanup: _____

Will food items be cooked/prepared, distributed, or sold at event? ☐ yes ☐ no

If yes, please contact the local branch of DHEC at 843-623-2117 or list permitted exemption below (Regulation 61–25: Retail Food Establishments). If using propane gas, you must have at least one (1) approved and certified fire extinguisher for every two cooking stations while maintaining a three (3) foot clearance for any and all combustible and ignition sources. Cooking stations shall be no closer than 10 feet from any buildings. NO FOOD IS ALLOWED TO BE COOKED UNDER TOWN HALL.

Will alcohol be served? ☐ yes ☐ no

If yes, attach a copy of the temporary alcohol license and alcoholic beverage liability insurance naming the Town of McClellanville as an additional insured. **SC State law requires sponsors to obtain a temporary license prior to conducting an event (public or private); www.SCTax.org or call 803-898-5864. Describe approximate steps to discourage underage drinking: ex. Tickets, arm bands or security.** _____

Insurance and Liability

- **General Event Liability Insurance:**
The event sponsor is responsible for obtaining a \$1,000,000 general liability policy listing The Town of McClellanville as an additional insured. The Town must receive a copy of the Certificate of Liability directly from the insurer via mail, email, or fax. This must be received at least one week prior to the event.
- **SCDOT Parade Request Form must be submitted for street closures**
- **Law Enforcement & Traffic Control:**
The event sponsor must contact the Charleston County Sheriff's Office at (843) 202-1700 to arrange for law enforcement and traffic control as necessary.

Hold Harmless Clause

The permittee/organization shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, including personal injuries and property damage of whatever kind or nature, to persons or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the permittee's operation.

The permittee expressly agrees to defend and hold the Town of McClellanville harmless from any penalties for violation of law, ordinance, or regulation affecting the 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 the permittee or its officers, agents, and employees.

Applicant Signature: _____ Date: _____

Checklist

- ☐ **Certificate of Insurance – General/Property Liability**
- ☐ **Alcoholic Beverage Liability if alcohol is being served**
- ☐ **SC DOT Approval (Road closure)**
- ☐ **Charleston County Sheriff's Department Approval**
- ☐ **Other** _____

++++++**FOR TOWN USE ONLY**++++++

Approved by Town Council: _____ Date: _____

Additional Conditions: _____