

# SPECIAL EVENT PERMIT APPLICATION FORM

Must be completed by the requesting sponsor at  
least 30 days prior to event

It Starts With



Official Use Only:

Date:

Permit Number:

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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Name of Event: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Is the event sponsor a charity or non-profit organization?  YES  NO

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Where will the event take place? \_\_\_\_\_

Estimated attendance for the entire event: \_\_\_\_\_

Estimated percentage of attendants who will make up the following age groups:

15 and younger: \_\_\_\_\_ 21-25: \_\_\_\_\_ 36-45: \_\_\_\_\_

16 to 20: \_\_\_\_\_ 26-35: \_\_\_\_\_ 45 and older: \_\_\_\_\_

Do you plan to sell food?  YES  NO

*If yes, describe which type of foods and beverages are to be served:* \_\_\_\_\_  
\_\_\_\_\_

Will alcoholic beverages be served at the event?  YES  NO

**CITY OF TRAVELERS REST - EVENT PERMIT FORM**

*If yes, describe which types of alcohol are to be served (insurance coverage certificate must be attached)*

\_\_\_\_\_

Describe any power needs at the event: \_\_\_\_\_

\_\_\_\_\_

Describe any revenue to be generated at the event: \_\_\_\_\_

\_\_\_\_\_

Describe necessary security and medical provisions for attendees. The City may require off duty police officers for certain events. This will be determined by the City Administrator and the event organizer is responsible for payment directly to the officer(s).

\_\_\_\_\_

\_\_\_\_\_

Rain policy for the event: \_\_\_\_\_

Please list the person(s) of authority who will be in charge during the event:

<u>Name</u>	<u>Address</u>	<u>Mobile Phone #</u>

Other relevant information pertaining to the event: \_\_\_\_\_

\_\_\_\_\_

**Hold Harmless Clause**

Permittee/sponsor 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 City harmless from any penalties for violations 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 resulting from the negligence or intentional acts or omissions of its officers, agents and employees.

I, \_\_\_\_\_ (please print name), **have received and read the City of Travelers Rest Hold Harmless Clause, and understand it in its entirety.**

## CITY OF TRAVELERS REST - EVENT PERMIT FORM

Signature of Applicant	Title	Date

Police Approval / Date: \_\_\_\_\_

Comments (including number of officers required for event to be permitted) \_\_\_\_\_  
 \_\_\_\_\_

City Administrator		
City of Travelers Rest, City Administrator	Signature	Date

If the City Administrator determines that it is necessary to have one or more off-duty police officers at the event, the event organizer is responsible for payment directly to the officers prior to the start of the event. The rate is \$30 per hour per officer. There is a two hour minimum required.

\_\_\_\_\_  
 Signature of Applicant

## CITY OF TRAVELERS REST - EVENT PERMIT FORM

### Trailblazer Park Events:

Will you require the use of the stage owned by the City for this event? YES NO

Will your event use amplified sound? YES NO

*If yes, what will it be used  
for?* \_\_\_\_\_

### **Trailblazer Park Reservation Policies**

The City of Travelers Rest reserves the right, on an individual basis, to refuse rental to events deemed inappropriate. Rental fees are subject to change without notice. City events take precedence over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the park.

- A. **Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the Special Events Application. All fees must be payable in by cash, check or money order only. Subleasing is prohibited.
- B. **Hours:** Rental hours are from 7:00 am until 11:00. Failure to vacate by the designated time listed on the Special Events Application will result in loss of your security deposit and may include extra fees.
- C. **Deposits and fees:** There are two required payments that must be paid at the time the rental contract is signed: the Rental payment and the refundable security deposit for additional clean-up or for damages. Fees must be paid in full in order to guarantee reservation. Additional rental fees may be incurred for failing to comply with regulations. **Pets are prohibited in the Park. Do not promote any event as Pet Friendly.**
- D. **Cancellation:** Rental fees are non-refundable, but the security deposit may be returned if the event is cancelled.
- E. **Set-up and decorations:** All decorations must be approved by the City prior to the event, and shall be removed immediately after the event's conclusion. In addition, all entertainment equipment shall be removed and vacated from the stage within thirty minutes following the event. **Absolutely no vehicles are allowed on the festival lawn. Absolutely no stakes are allowed in the lawn or park area.** Sandbags must be used to secure tents.
- F. **Security:** Renter is responsible for the security of items left at the park.
- G. **Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, walls, stairs, stage skirting, stage power outlets, whether made by the renter, his employees, agents, volunteers or guests. Incurred damage and cost of repairs will be determined by the City Administrator.
- H. **Explosives:** Possession and/or use of fireworks, & explosives are strictly prohibited.
- I. **Tobacco use:** Use of tobacco products is prohibited in the park, including the stage area.
- J. **Right to alter or end an event:** The City of Travelers Rest maintains the right to alter or end any event at any time it deems necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.  
**Any person violating the existing rules and regulations shall be expelled from further use of the stage and prosecuted in accordance to state and local laws.**

**CITY OF TRAVELERS REST - EVENT PERMIT FORM**

**Trailblazer Park Rental Agreement**

<u>Renter Information</u>	
Name:	
Street Address:	
City:	
State, Zip code:	
Home Phone:	
Other Phone:	
<u>Event Information</u>	
Event Name:	
Event Location:	
Rental Date(s):	
Rental Times:	

**Rental Fees:** \$200.00 per day for non-profit organizations; \$400.00 per day for others plus the security deposit of \$100.00. *The security deposit is to ensure that the park is left completely clean and devoid of any trash or damage.*

**I, \_\_\_\_\_ (please print name), have received and read the City of Travelers Rest Stage Reservation Policy. I understand that failing to adhere to the policy may result in the loss of my security deposit and additional action by the City to recoup any damages or losses.**

Signature of Applicant	Title	Date

City Administrator		
City of Travelers Rest, City Administrator	Signature	Date