



SUMMERVILLE

FLOWERTOWN IN THE PINES *South Carolina*

SPECIAL EVENT PERMIT CHECK LIST

_____ Submit Special Event Permit Application to the Town of Summerville for review and approval no less than sixty (60) days in advance for parades/processions. All other applications must be submitted a minimum of forty five (45) days in advance of the requested event date.

All applicable attachments and fees must be included with your Special Event Permit Application before the Town will begin the review process. All applications must include:

_____ \$25 Non-Refundable Application Fee

_____ Proposed Site Plan (map should include the location of all toilets, hand wash stations and garbage receptacles)

_____ Proposed Schedule of Events (Schedule should include the proposed drop-off and pick-up times of all rental equipment including toilets, hand wash stations and garbage receptacles).

_____ If the event is on property not owned by the Event Host or the Town of Summerville proof of consent from the property owner must be included.

_____ Signed Addendum for events in Hutchinson Square

_____ Signed Acknowledgement form from Summerville DREAM for events that include road closures in the Historic Downtown Shopping District

The following items must be submitted to the Town of Summerville no later than ten (10) business days prior to the event, failure to do so will result in the redaction of the special event permit.

_____ Refundable deposit paid online via the Town of Summerville website and/or via a check or money order made payable to the Town of Summerville.

Deposit amounts are determined by the size and scope of the event:

Single Day Event- \$100

Multiple Day Event- \$200
Road Race/Parade/Procession - \$150

If the deposit is paid online with a credit card, the deposit will be refunded back to the card after the event assuming there are no damages and/or additional charges.

If the deposit is paid via a check or money order it should be made payable to the Town of Summerville. The check will not be deposited and will be returned to the event host after the event assuming there are no damages and/or additional charges.

The Event Permit Holder is solely responsible for obtaining all of the following (applicable) licenses and permits and must submit copies to the Town of Summerville no later than ten (10) business days prior to the event.

_____ SC Dept. of Revenue Retail License

_____ Town of Summerville Business License

_____ SC Dept. of Revenue Special Event Beer, Wine and/or Liquor License

_____ SC DHEC Food Service Permit

_____ SC Dept. of Elevators and Amusement rides inspection report

_____ SC Dept. of Labor, Licensing & Regulations Commercial Outdoor Display Permit

_____ Liability Insurance with the Town of Summerville as an also insured.

_____ Event organizers must provide the Town of Summerville Business License Office with a detailed list of all vendors no later than ten (10) business days prior to the event.