

**TOWN OF ESTILL  
SPECIAL EVENT PERMIT  
APPLICATION**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (W) \_\_\_\_\_ (CELL) EMAIL: \_\_\_\_\_

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**EVENT INFORMATION**

EVENT TYPE: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Location:/Address of Event: \_\_\_\_\_ Time/Start-End: \_\_\_\_\_

No. of Persons Expected: \_\_\_\_\_ No. of Volunteers: \_\_\_\_\_

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**HOLD HARMLESS AGREEMENT**

The Special Event Applicant or president or designee of the sponsoring organization(s) thereafter called "permittee") agrees to reimburse The Town of Estill for all losses incurred by It in repairing or replacing damage to Town property proximately caused by the permittee. Its officers, agents, monitors, or any other persons forming the special event who were or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason to be "under the control" of the permittee. The permittee further agrees to defend without costs, indemnify, and hold harmless the Town, its officers, agents, and employees from any liability to any persons, damages, or injuries arising out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, volunteers, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control of the permittee.

**COVID-19 Restrictions** Masks, social distancing and all sanitary precautions **Must** be observed. The permittee further agrees to defend without costs, indemnify, and hold harmless the Town, its officers, agents, and employees from any liability to any persons related to Covid-19 and possible transmission of the disease while using Town facilities.

I have read and understand the Hold Harmless Agreement and I declare under penalty of perjury that the information providing in this application is true and correct.

Permittee's Signature \_\_\_\_\_

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**Do not write below this line. (Town of Estill Only)**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Modified \_\_\_\_\_

Reason for Disapproval or Modification:

\_\_\_\_\_  
\_\_\_\_\_

Town Administrator \_\_\_\_\_ Police Chief \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised 8-2022 (See other pages)*



## Special Event Administrative Policy

**Function:** The Town has an Ordinance that governs Special events that take place on Town property and buildings as well as other types of events such as parades.

**Process:** Processing these types of requests will be as follows:

1. Anyone requesting to use a Town building, facility, street, or park for a special event must fill out an Application for Special Event Form and Waiver must be signed. This includes any elected official or employee of the Town that is organizing said event.
2. The Application is then to go to the Police Chief for approval and signature.
3. After the Police Chief signs it, it then goes to the Town Administrator for final approval.
4. Special events that take place on business or personal property that are having vendors must also fill out an application and also MUST ADHERE to the Zoning laws related to Vendors. Example, grand opening of a business with vendors outside. Those vendors need to adhere to Zoning laws as well as business license laws for temporary businesses (if applicable)
5. Parades with vendors on sidewalks are also an example of special event that needs the application filled out, application and also MUST ADHERE to the Zoning laws related to Vendors and Business License laws (if applicable)
6. Special events on sidewalks and public ROW must be approved by SCDOT.

**ORDINANCE 02 - 2012  
TOWN OF ESTILL  
SPECIAL EVENT POLICY**

***DEFINITION***

A Special Event is an event that is sponsored by any person, entity, business or group that proposes to hold an event in any public park, public facility, or public property within the Town of Estill that is open to the public and that is owned, operated, managed and/or controlled by the Town of Estill.

A Special Event is also an event at which 25 or more participants (including sponsors and guests) are present or expected to be present.

A Special event is also any event that may impact public safety, health and welfare resources of the Town of Estill.

***WHY DO I NEED A SPECIAL EVENT PERMIT***

In general, any organized activity impacting Town services or involving use of or Impact on public property, public facilities, sidewalks, medians, or street areas requires a permit. In addition, any organized activity on public or private property that requires an Alcohol Beverage License from the SC Department of Revenue or falls outside the conditional zoning use of the property also requires a Special Events Permit (examples include street closure permits and parade permits).

The use or encroachment of sidewalks, streets, medians, or street areas may require a permit from the South Carolina Department of Transportation (SCDOT). The SCDOT may require a letter from the appropriate law enforcement agency which states that the law enforcement agency agrees to provide traffic control for the special event. Such required permit shall be obtained and presented to the Town of Estill prior to consideration by the Town of Estill for a Special Event Permit in the Town of Estill.

Contact the SCDOT at:

SCDOT Resident Maintenance Engineer  
(803) 943 - 3721  
P.O. Box 278  
65 Cemetery Rd.  
Varnville, SC 29944

South Carolina Department of Revenue  
Alcohol Beverage License (ABL)  
(843) 852 – 3600  
(803) 898 - 5690

**ORDINANCE 02 - 2012  
TOWN OF ESTILL  
SPECIAL EVENT POLICY**

Town of Estill Code of Ordinance 7 – 2 – 1 adopts the State of South Carolina law for alcoholic beverages. It shall be the sole responsibility of the permittee to determine if additional permits and licenses are required for their event.

***HOW DO I OBTAIN A SPECIAL EVENT PERMIT***

Special Event Applications must be submitted at least thirty (30) calendar days prior to the event to the Estill Police Chief. Any required State of South Carolina permits must be obtained prior to and submitted with the completed Special Event Permit to the Town of Estill Police Department. Acceptance of your application is not to be understood as approval of your request.

***WHAT ABOUT PARADES?***

A parade is a march or procession consisting of persons, animals, or vehicles, or a combination thereof, on any town street, sidewalk, alley or other street-right-of-way, which might block fire hydrants, obstruct, delay, or interfere with the normal flow of pedestrian or vehicle traffic or which otherwise does not comply with traffic laws or controls.

A Special Event Permit is required when a person or sponsor wants to conduct a parade in the Town. A parade permit is NOT required for funeral processions or parades occurring exclusively in a public park.

A copy of the parade route map and a text description of the parade must be attached to the Special Event Application.

***WHAT IF MY APPLICATION IS DENIED?***

The Town Council will make a decision to approve, deny or conditionally approve (modify) the application. If the application is denied, the Town Council shall state, in writing, the reasons for any denial of the Special Event Permit.

Applicants have the right to request reconsideration of the denial. Requests for reconsideration must be written and must state why the Town Council reasons for denial are in error. Reconsideration must be submitted to the Town Council within five (5) calendar days of the issuance of the denial.

Within five (5) calendar days of receipt of a request for reconsideration, the Town Council shall send the applicant written notice of their decision and/or notice of hearing on the reconsideration request.


***WHAT FEES ARE CHARGED FOR A SPECIAL EVENT PERMIT***


There is no fee for a Special Event Permit.

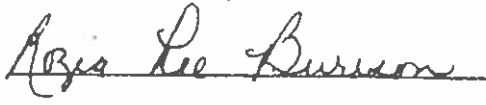
Adopted: April 4, 2012

  
Anderson Taylor, Mayor

  
James A. Williams, Mayor Pro Tem

  
Frankie Bennett, Councilman

  
Corrin F. Bowers III, Councilman

  
Rozia L. Burison, Councilwoman

Attest:   
Town Administrator

1<sup>st</sup> Reading: March 7, 2012

2<sup>nd</sup> Reading: April 4, 2012

Effective Date: April 5, 2012

### **Section 3.11 Vendors**

Vendors shall be governed by the following:

- (1) All vending operations shall be located not less than twenty (20') feet from the nearest street right-of-way and provide at least two off-street parking spaces.
- (2) Only one vendor shall be allowed for each one hundred (100') feet of street frontage.
- (3) No portion of a vending operation shall be allowed to occupy or obstruct access to any required off-street parking stall.
- (4) No merchandise, vehicles, structures, signage, etc. shall be left on the site past sundown.
- (5) No goods or merchandise offered for sale may be stored in or sold from a tractor-trailer.

Only one sign per vendor shall be allowed, regardless of where it's mounted. Advertising materials attached to or painted onto automobiles are construed to be signs. Signs shall not exceed ten (10) square feet in area and shall meet all applicable sign requirements contained in Article 5.

### **Section 3.12 Accessory Apartments**

Accessory apartments, where permitted as conditional uses, shall meet the following conditions:

- (1) The principal structure (dwelling) must be owner occupied.
- (2) The apartment, whether attached or detached, cannot exceed 50 percent gross floor area of the principal dwelling, or contain more than two bedrooms.
- (3) The apartment must be a complete living space, with kitchen and bathroom facilities separated from the principal unit.