

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
JULY 26, 2018 – 4:00 PM
MUNICIPAL COURTROOM
GEORGETOWN, SOUTH CAROLINA**



Notice of this meeting has been made in accordance with the
South Carolina Code of Laws as amended.

1. **CALL TO ORDER**
2. **ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
3. **WINYAH AUDITORIUM BOARD PRESENTATION**
4. **ADMINISTRATION DEPARTMENT**
 - A. **Motion to approve purchase of 2019 Ford Explorer from Vic Bailey Ford in the amount of \$28,300.00.**

Attachments:

1	Vic Bailey Ford	(PDF)
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 - B. **Motion to approve Intergovernmental Agreement between City of Georgetown and Georgetown County for the purpose of establishing a joint county industrial and business park.**

Attachments:

1	Intergovernmental Agreement	(PDF)
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 - C. **Discuss downtown parking practices.**
 - D. **Presentation of updated Special Event Application.**

Attachments:

1	2018 Special Event Application	(PDF)
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5. **ADJOURNMENT**
 - A. **Motion to adjourn the Special Meeting/Workshop of City Council.**



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 2571

Council Meeting Date:	26 July 2018
Department:	Administration
Issue Under Consideration:	Motion to Approve purchase of 2019 Ford Explorer from Vic Bailey Ford in the amount of \$28,300.00
Amount Requested:	\$28,300.00
Is Item in Current Budget?	yes
If no, please explain:	
Financial Impact:	\$28,300.00
Points to Consider:	Provides vehicle for new position of Building Inspector
Options:	Approve purchase/Do Not approve purchase
Staff Recommendation:	Approve Purchase

Reviews:

Carey Smith Completed 07/18/2018 11:49 AM

Debra Bivens Completed 07/18/2018 12:10 PM

Ann U. Mercer Completed 07/18/2018 3:11 PM

Georgetown City Council Pending 07/26/2018 4:00 PM

Attachments:

1. 1 Vic Bailey Ford (PDF)

VIC BAILEY FORD**David Vetter 864.585.3600 or 800.922.1365****2019 FORD EXPLORER****Standard Equipment Included:**

3.5L V-6 Engine	Power Steering
Automatic Transmission	Power Brakes
A/C	Power Windows and Door Locks
AM/ FM Radio	Cloth Front Bucket Seats w/ Cloth Rear Bench Sdeat
Remote Keyless Entry	Carpeted Floor Covering
Cruise Control	

EXPLORER - FRONT WHEEL DRIVE

SC GOVERNMENT SALES PRICE:	\$25,000.00
Sales Tax	\$500.00
TOTAL SC GOVERNMENT SALES PRICE:	\$25,500.00

EXPLORER - ALL-WHEEL DRIVE

SC GOVERNMENT SALES PRICE:	\$25,500.00
4x4 Upgrade - Base Package 100A Model -K8B	\$2,300.00
Sales Tax	\$500.00
TOTAL SC GOVERNMENT SALES PRICE:	\$28,300.00

Attachment: Vic Bailey Ford (2571 : Vehicle Purchase)



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 2572

Council Meeting Date:	26 July 2018
Department:	Administration
Issue Under Consideration:	Motion to Approve Intergovernmental Agreement between City of Georgetown and Georgetown County for the purpose of establishing a joint county industrial and business park.
Amount Requested:	NA
Is Item in Current Budget?	NA
If no, please explain:	NA
Financial Impact:	NA
Points to Consider:	Potential Additional Revenue Source for The City
Options:	Approve Agreement / Do Not Approve Agreement
Staff Recommendation:	Approve Agreement

Reviews:

Carey Smith Completed 07/18/2018 11:46 AM
 Finance Completed 07/18/2018 12:15 PM
 City Attorney Completed 07/18/2018 12:50 PM
 Ann U. Mercer Completed 07/18/2018 4:53 PM
 Georgetown City Council Pending 07/26/2018 4:00 PM

Attachments:

1. 1 Intergovernmental Agreement(PDF)

STATE OF SOUTH CAROLINA)
)
 CITY OF GEORGETOWN) INTERGOVERNMENTAL AGREEMENT
)
 GEORGETOWN COUNTY)

This INTERGOVERNMENTAL AGREEMENT (the "Agreement") dated as of the ____ day of _____, 2018 is made and entered into by and between the City of Georgetown, South Carolina (the "City") and Georgetown County, South Carolina (the "County").

WHEREAS, the County, with the consent of the City, as required by law, in conjunction with an adjoining county to be identified (the "Partner County"), intends to enter into an Agreement for the Development of a Joint County Industrial and Business Park (the "Park Agreement") for the purpose of establishing a joint county industrial and business park (the "Park") pursuant to Sections 4-1-170 and 4-1-172 (the "Park Act"), Code of Laws of South Carolina 1976, as amended (the "Code"), such Park to contain certain land and improvements thereon located within the County and the City generally located at 420 South Hazard Street and having as of the date hereof Georgetown County Tax Map Numbers as shown on Exhibit A, attached hereto and incorporated herein by this reference (the "Property"), such Property being more particularly described in the Park Agreement, in order to promote the economic welfare of the citizens of the County, the Partner County and the City through the acquisition by construction and/or purchase of certain improvements, furnishings, fixtures, machinery, apparatus and equipment by Liberty Steel Georgetown, Inc. and/or its affiliates or assigns (collectively, the "Company") for the purpose of establishing an industrial facility on the Property (the "Project"); and

WHEREAS, pursuant to the Park Agreement and the Park Act the County will collect fees in lieu of *ad valorem* taxes with respect to the Project and other property located in the Park ("Park Fees"); and

WHEREAS, the City and the County wish to enter into an agreement as to distribution of net Park Fees received and retained by the County with respect to the Project and all other real and personal property located upon or comprising a portion of the Property with respect to each property tax year after application of any special source revenue credits and distribution of any amount to the Partner County required by the Park Agreement (the "Net Park Fees"); and

NOW, THEREFORE, BE IT AGREED:

1. Inclusion of Property in Park. Pursuant to the Park Act, the City hereby consents to the inclusion of the Property in the Park.

2. Distribution of Net Park Fees. Net Park Fees shall be distributed to the City in the same proportion and ratio, and for the same purposes, as its millage bears to the overall millage total levied with respect to the Property for the applicable tax year except as otherwise provided by ordinance of Georgetown County, enacted from time to time with the consent of the City by resolution, relating to payment of special source revenue bonds or provision of special source

Attachment: Intergovernmental Agreement (2572 : INTERGOVERNMENTAL AGREEMENT)

revenue credits or payments, as the same may be modified or amended. Such Net Park Fees distributed to the City shall be allocated to operations and maintenance and to debt service as determined by the City Council of the City.

3. Effective Date. Pursuant to a resolution adopted by the City Council of the City and an ordinance enacted by the County Council, the City and the County are executing this Agreement as of the date set forth above.

4. Miscellaneous.

A. All notices, certificates, requests, or other communications hereunder shall be in writing and shall be deemed to be sufficiently given when either hand delivered or deposited in the United States mail, certified mail, return receipt requested, with postage pre-paid, and addressed to the party or parties for whom intended as follows:

If to the County: Georgetown County, South Carolina
Attn: County Administrator
129 Screven Street
Georgetown, SC 29442

with a copy to: Brandon T. Norris
McNair Law Firm, P.A.
104 S. Main Street, Suite 700
Greenville, South Carolina 29601

If to the City:

The County or the City by notice given hereunder, may designate any further or different address as to which subsequent notices, certificates, requests, or other communications shall be sent.

B. No covenant, obligation, or agreement contained herein shall be deemed to be a covenant, obligation, or agreement of any present or future member, officer, agent, or employee of the County or the City, in any other than his official capacity, and neither the members of the County Council or the City Council, nor any official executing this Agreement shall be personally liable thereon or be subject to any personal liability or accountability by reason of the covenants, obligations, or agreements of the County or the City contained in this Agreement.

C. This Agreement may not be effectively amended, changed, modified, altered, or terminated, except in accordance with the express provisions of this Agreement or with the written consent of all parties hereto.

D. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

E. If any other provision of this Agreement, or any covenant, obligation, or agreement contained herein, is determined by a court of competent jurisdiction to be invalid or unenforceable, that determination shall not affect any other provision, covenant, obligation, or agreement, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. That invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision, covenant, obligation, or agreement shall be deemed to be effective, operative, made, entered into, or taken in the manner and to the full extent permitted by law.

F. This Agreement shall be deemed to be a contract made under the laws of the State of South Carolina and for all purposes shall be governed by and construed in accordance with the laws of the State of South Carolina.

[signature page follows]

IN WITNESS WHEREOF, the County and the City have caused this Agreement to be duly executed in their respective names, all as of the date first above written.

GEORGETOWN COUNTY, SOUTH CAROLINA

(SEAL)

By: _____
County Administrator
Georgetown County, South Carolina

ATTEST:

By: _____
Clerk to County Council
Georgetown County, South Carolina

CITY OF GEORGETOWN, SOUTH CAROLINA

(SEAL):

By: _____
Mayor, City of Georgetown, South Carolina

ATTEST:

By: _____
City Clerk
City of Georgetown, South Carolina

Attachment: Intergovernmental Agreement (2572 : INTERGOVERNMENTAL AGREEMENT)

Exhibit A

Park Property

The Park is comprised of the following parcel(s):

All property in Georgetown County, South Carolina located on the real property which, as of the date of this Agreement, bears the following Georgetown County tax map number(s):

TMS # 05-0026A-001-00-00;
#05-0026A-002-00-00;
#05-0025-059-03-00;
#05-0028- 022-01-00;
#05-0025-025-00-00;
#05-0025-0047-00-00;
#05-0025-048-00-00;
#05-0025- 057-00-00;
#05-0025-053-00-00;
#05-0025-052-00-00;
#05-0025-006-00-00;
#05-0025- 007-00-00;
#05-0025-008-00-00;
#05-0026-085-00-00;
#05-0026-119-00-00;
#05-0028-022-00-00;
#05-0028-023-01-00; and
01-0439-003-01-00



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

INFORMATION ITEM

DOC ID: 2573

Council Meeting Date: 26 July 2018
Department: Administration
Issue Under Consideration: Presentation of updated Special Event Application.

Present updates to Special Event Application to include new format, overall insurance requirements and off duty EMT requirements.



1134 N. Fraser St.
Georgetown, SC 29440
Office: (843) 545-4003
Fax: (843) 527-6173

City of Georgetown Special Event Permit Application

www.cityofgeorgetownsc.com

Permit # **4.D.1**
Approval _____
Non Refundable Fee _____

I. GENERAL INFORMATION

Name of Special Event and Location: _____

Applicant Name: _____

Organization: _____

Mailing Address: _____

Work Phone: _____ Fax: _____

Cell: _____ Email(s): _____

Special Event Web Site: _____

II. DESCRIPTION OF SPECIAL EVENT

Provide a brief description and purpose of the Special Event:

Mark components of Special Event:

Road Closures

Traffic Control

Parking

Security

Alcohol

Amplified Sound

Live Music

Portable Restrooms

Retail Vendors

Food Vendors

Tents or Canopies

Stage or Bleachers

Signs and Banners

Need for electricity

Fireworks

Admission Fee

Need for water

Inflatables/Jump Castles

Animals

Barricades

Other: _____

Estimated Attendance: Participants _____ Spectators _____ Volunteers _____

III. DATE AND TIME OF SPECIAL EVENT

Setup Day/Date _____ Start Time _____ End Time _____

Day 1 Day/Date _____ Start Time _____ End Time _____

Day 2 Day/Date _____ Start Time _____ End Time _____

Dismantle Day/Date _____ Start Time _____ End Time _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Attachment: 2018 Special Event Application (2573 : New Special Event Application)

IV. TYPE OF SPECIAL EVENT

Check the type of Special Event you plan to hold:

Festival –A stationary Special Event on public streets, sidewalks, trails and/or a public place, held one day or more and includes festivals, fairs, carnivals, rallies, concerts, and sporting events.

Parade, Procession or March – An organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or a public place.

Bike or Wheeled Race – A bike or wheeled race held on public streets, sidewalks, trails, or a public place.

Foot Race or Walk – A foot race or walk held on public streets, sidewalks, trails, and/or a public place.

Commercial Film or Photographic Activities – A movie, commercial, or fashion industry photography on public property or in the public right of way.

Private Party or Block Party – a private Special Event requesting street closures.

V. SPECIAL EVENT PLAN

Safety and Security

The Special Event Applicant shall be required to provide adequate security for the Special Event as directed by the Chief of Police.

Applicant may be required to hire sworn off-duty City of Georgetown Police Officers or hire private security personnel or t-shirt security approved by the City of Georgetown Police Department to provide security and ensure public safety.

- Cost for off-duty City of Georgetown Police Officers is \$30.00 per hour per officer for a minimum of two hours.
- Cost of private security or t-shirt security is set by the applicant's selected security companies. A Police Security Agreement must be signed and sent to the Special Events Coordinator prior to the Special Event Permit.

Some components that may require security:

- | | | |
|--------------------------|-------------------------------|--------------------------------|
| • Beer and Alcohol Sales | • Special Event Area Security | • VIPs and Celebrity Security |
| • Road Closure Security | • Money Handling Security | • Private Parking Lot Security |
| • Overnight Security | • Gate Security | • Stage Security |

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Trash and Recycling Removal Plan

What is your detailed cleanup plan for the event?*

Do you have a sanitation and recycling removal plan? Yes No

If yes, please describe:

For more information on recycling options at Special Events, contact Keep Georgetown Beautiful at (843) 545-4100

*Applicants are responsible for cleaning and restoring the site after the Special Event. **Cleanup should begin within one hour after the Special Event is concluded** and continue until completed. Site must be cleared within 72 hours of the conclusion of the Special Event.

Note: The cost of any City of Georgetown employee overtime incurred because of an applicant's failure to clean and restore the site following the Special Event will be borne by the applicant, including but not limited to, the retention of deposits.

Tents, Stages, Inflatables and Signage

Permits are required for certain tents and canopies based on size and configuration of placement. Call the City of Georgetown Fire Department for information and instruction at (843) 545-4200.

Will tents or canopies be used during the Special Event? Yes No

If yes, list number, types, and sizes of tents/canopies:

Will Inflatables (i.e. jump castles) be used during the Special Event? Yes No

If yes, list number, type, size, square footage and, location. Please note:

Inflatables will not be allowed on City of Georgetown property:

Will signs or banners be hung on site? Yes No

If yes, list number, size, location, and material:

For a sign permit, please call Housing & Community Development at 843-545-4010

Vendors

Does the Special Event include retail or food vendors? Yes No

If yes, please check the ones that apply and provide the license number:

Persons or Businesses engaged in any "calling, occupation, profession or activity with the object of gain, benefit or advantage, either directly or indirectly" are required to purchase a City of Georgetown Business License. Licenses are based on gross income pursuant to SC law. License Number: _____

Forms and ordinances for the Business License and Hospitality Tax may be found on the City of Georgetown website www.cityofgeorgetownsc.com under the "where can I find" drop down box. If you have any questions, you may call (843) 545-4100.

Persons selling products are also required to have a SC Retail Sales Tax license. Questions regarding the SC Retail License may be directed to the SC Dept. of Revenue at (844) 898-8542. License Number: _____

Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. The serving of alcoholic beverages may of alcoholic beverages require an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. Go to www.sctax.org and select the Beer-Liquor-Wine-Bingo heading on the left side of the homepage. Select Forms. Select Alcohol Beverage Licensing and scroll to ABL-900. The Department of Revenue for Georgetown is located at 1350 Farrow Pkwy#200, Myrtle Beach, SC 29577 locally (844) 898-8542. License Number: _____

Preparation and sale of food requires contacting the SC Dept. of Health and Environmental Control, call (843) 546-3613.

List each vendor, type, and if food related Cooking Method and Disposal Method of food or cooking oils (list may also be attached to application):

Vendor	Type	Cooking Method	Disposal Method

Note: For each cooking location, the City requires a K Type Fire Extinguisher and visual inspection by the City of Georgetown Fire Department.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Amplified Sound

Sections 16-106 of the Code of the City of Georgetown restrict the volume of sound and/or music at any Special Event. Amplified sound and/or music must stop at 11 p.m. The City of Georgetown Special Events Committee restricts amplified sound and/or music to 65dBA on all City of Georgetown property.

Will the Special Event have amplified music or sound? Yes No

Please describe type of amplified sound and start and finish times:

Portable Restrooms and Sinks

Portable restroom facilities must be provided unless documentation is submitted that there are a sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The City of Georgetown recommends **one chemical toilet for every 150 people** estimated to attend the Special Event. Ten percent of these facilities should be ADA accessible. This figure is based on the maximum number of attendees at your Special Event during peak time. The City may determine the total number of required restroom facilities at a Special Event on a case-by-case basis.

Do you plan to provide portable restrooms facilities at your Special Event?

Yes No

How Many _____ Number of ADA Accessible _____

Company providing restrooms: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

If no toilets will be provided, please explain: _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Special Event Schedule

Provide a detailed schedule of the Special Event including dates and times for activities or actions, description of activities, party responsible for activity, and contact information for the day of the Special Event.

If the activity will take extended time for setup or breakdown, please include details with timelines, locations, and where streets or public property will be impacted.

[illegible]

Attachment: 2018 Special Event Application (2573 : New Special Event Application)

Note: Please attach additional sheet if more space is needed to list activities.

Public Safety Issues

Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts. For city-sponsored Special Events, the Police Department will create a National Incident Management System (NIMS) plan for all major Special Events.

Primary Contact Name: _____

Phone Number: _____ Mobile Number: _____

Address: _____

Fire Safety Information

Will the Special Event have any hazardous or flammable materials, such as fireworks, propane, butane, gasoline, diesel tanks, or helium tanks? Yes No

If yes, please describe: _____

Call the City of Georgetown Fire Marshal for information and instruction at (843) 545-4200.

Note: Fire hydrants cannot be blocked during a Special Event.

Emergency Medical Services

The applicant must provide adequate emergency medical services coverage for the event as directed by the City of Georgetown. Emergency Medical Technicians must be South Carolina certified and approved to work under local Georgetown County Medical Direction and protocol. Emergency Medical Technicians will be approved by the City of Georgetown Fire Chief. Off duty City of Georgetown Firefighter/EMT's are usually available. The cost for off-duty City of Georgetown Firefighter/EMT's is \$30.00 per hour per Firefighter/EMT for a minimum of two hours. Please contact the City of Georgetown Fire Department at 843-545-4200.

Will first aid staffing/equipment be provided during the Special Event? Yes No

Emergency Service Provider Name: _____

Phone Number: _____ Alternate Number: _____

Site Location: _____

Times of Operation: _____

Note: This type of support will be mandated on a case-by-case basis.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Site Plan

Provide a site plan sketch of the Special Event.

Please note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security.



Attachment: 2018 Special Event Application (2573 : New Special Event Application)

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan

Please provide a Traffic Control Plan to be approved by the Police Department. Include the information below as well as any additional information that may apply to the event:

- The proposed route to be traveled, including the starting and finishing points. Also, clarify the direction the event will move.
- A routing plan for traffic, which includes roads requesting be closed to vehicular and other traffic during the event. Include contact arrangements/plan to resolve potential conflicts with people trying to access residences, businesses, places of worship, carriage tours, public facilities, and public transportation or other situations that will be affected by the event.
- Proposed locations for barricades, signs, meter bags, volunteers, and police. This portion of your Traffic Control Plan with the assistance of City of Georgetown officials will be reviewed for approval after initial submission of the application.
- The Police Department will determine the timeline for the closure of all venues.
- A minimum of a 10-foot wide emergency access lane is required throughout the event site. Therefore, no permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

The City of Georgetown Police Department has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, meter bags, volunteer and police locations.

Traffic Control Plan—Parking & Traffic Information

Check the type of event:

Run or Walk Bike or Wheeled Race Parade Other _____
 Start Location: _____ Finish Location: _____
 Estimated # of Participants: _____ Estimated # of Vehicles: _____
 On street/spaces available? Yes, # of spaces: _____ No
 Off street/spaces available? Yes, # of spaces: _____ No

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan—Parking Plan

Provide a sketch of the event's anticipated parking and exit plan.

Please note the location of all entrance/exit/start/stop locations, parking lots, spaces, etc... Sketch should be provided by the party responsible for parking. Include a brief explanation of parking scenario on the sketch. If needed, use the back or attach a separate page (see example).

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan—Road Closures Schedule

Will the event require road closures and/or barricades? Yes No (Check Which)

If yes, please complete the road closure schedule below.

Does the event restrict access to any private or public parking lots? Yes No

If yes, the applicant must provide a signed letter of notification to all impacted parties before the special event permit will be issued.

Road Closure and/or Barricade Street Name	From	To	Date	Time

Neighborhood Notification

Special Events that impact City of Georgetown residents or businesses require that neighborhoods be notified by letter 15 days prior to Special Event. Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator contact information. An example letter is provided below.

A sample of the notification letter and a list of impacted neighborhoods and businesses are attached to this application. Yes No

Example

“Dear Residents of [NEIGHBORHOOD]:

Our organization is hosting an [EVENT] on [DATE]. We anticipate the event lasting from [TIMES]. We have applied for a Special Events permit with the City of Georgetown. In accordance with City requirements, we are notifying all impacted neighborhoods. Our event will impact the [LIST ALL IMPACTED STREETS AND NEIGHBORHOODS, INCLUDE DESCRIPTION OF THE IMPACT]. We will be placing informational flyers about the event in your area. Please let me know if you have any questions or concerns. For more information, contact [EVENT CONTACT PERSON and PHONE].”

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Alcohol Plan

Will alcoholic beverages be served without charge? Yes No

Will alcoholic beverages be sold? Yes No

What type of alcohol will be served? Beer Wine

Who will be serving the alcohol? N/A

Self Serve

Volunteers

Caterer

Licensed Bartenders

Staff

Other _____

List designated areas where alcohol will be served and consumed: _____

Times for alcohol to be served*: Start: _____ Finish: _____ N/A

****Please note that all alcohol ticket sales must end 30 minutes prior to the Special Event ending time and alcohol service must end 20 minutes prior to the Special Event ending time.***

Please note that the following controls will be followed at Special Event service alcohol:

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by the posting of signage, 11" X 17" size, stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for the serving and consumption of alcoholic beverages during the Special Event may be required.
- No alcoholic beverages shall be served within **20** minutes of the conclusion of the Special Event. No more than **2** alcoholic beverages shall be served to any person at any one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor which indicates that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event Applicant and invitees shall be in compliance with all other applicable federal, state, local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Insurance Requirements

All special events that meet the definitions below must comply with the insurance requirements below to be able to obtain a Special Event Permit:

A Major Event is a Special Event which impacts multiple city departments, has 250 or more people in attendance, and has an impact on any street, right-of-way, and/or a City owned or managed park or facility.

A Medium Event is a Special Event which impacts multiple city departments, has more than 100 but less than 250 people in attendance, and has an impact on any street, right-of-ways, and/or a City owned or managed park or facility.

A Small Event is a Special Event which impacts few to no city departments, has less than 100 people in attendance, and has an impact on any street, right-of-ways, and/or a City owned or managed park or facility.

General Liability Insurance: The Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence naming the City of Georgetown as additional insured on the policy and where the Applicant's insurance is identified as primary and noncontributory.

- **Has General Liability Insurance listing the City as additional insured been secured?** Yes No N/A

Special Events requesting alcohol permits are all required to obtain the following:

- **Liquor Legal Liability Insurance:** If the Applicant intends to serve or sell alcoholic beverages at a Special Event, liquor legal liability coverage must be purchased. The liquor legal liability insurance can be endorsed to the general liability insurance policy or purchased naming the City of Georgetown separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.
- **Has Liquor Legal Liability Insurance listing the City as additional insured been secured?** Yes No N/A

The Applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Georgetown as an additional insured and where the Applicant's insurance is identified as primary and noncontributory. The City of Georgetown does not sell insurance. However; this type of insurance policy can be acquired from most private insurance carriers. **Your permit will not be issued if the required insurance certificate(s) has not been received prior to the Special Event.**

Hold Harmless Clause

The Applicant hereby shall assume all risks incident to or in connection with the Special Event Permit 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 Special Event Permit. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, judgments, or injuries directly or indirectly arising out of or in connection with the Special Event Permit or resulting from the negligence or intentional act or omission of Applicant and/or its officers, agents, and employees.

Applicant Signature: _____ **Date:** _____

FOR CITY USE ONLY

Date _____ Housing & Community Development _____

Date _____ Police Department _____

Date _____ Fire Department _____

Date _____ Risk Manager _____

Date _____ City Administrator _____

Date _____ Electric _____

Date _____ Water _____

Date _____ Other _____