

**Application for Special Events
within the Town of Hilton Head Island, SC**

Application processing fee of \$100.00 (please attach payment to application)
501-C organizations exempt from fee (copy of 501 tax exempt letter required)
Please type or print legibly

Name of Activity / Event _____

Sponsoring Organization Name _____

Is sponsoring group a non-profit organization? Yes No If yes, attach 501 IRS letter.

Name of Primary Contact Person

Alternate Contact Person's Name

Primary Address

Alternate Address

Primary Phone Number/Facsimile

Alternate Phone Number/Facsimile

Primary E-Mail Address

Alternate E-Mail Address

Resident Agent (req'd for out of Town Applicants/Sponsors)

Resident Agent Phone Number/Facsimile

Resident Agent Mailing Address

Resident Agent Physical Address

Location of Event: _____

Availability of Location Confirmed: Yes No

Description of Event: _____

Date(s) of Event: _____ Hours of Operation: _____

Set-up time needed: _____

Number of people involved:

Participants: _____

Entertainment: _____

Vendors (note all vendors need business license): _____

Expected Number of Audience _____

Entertainment (Show on site plan):

Location _____

Speakers/Microphone Yes No Electrical Hook-ups Yes No

Other: _____

Parking Requirements (Show on site plan):

Number of parking spaces available: _____ Number of Handicapped Spaces: _____

Participants Parking Location _____

Vendors Parking Location _____

Entertainment Parking Location _____

Audience Parking Location _____

(If the audience parking location is insufficient on site, parking arrangement letter(s) from owner(s)/renter(s) of additional parking sites stating number of parking spaces available shall be submitted and shown on site plan)

Clean-up Plan/Litter Control _____

Recycling Plan _____

Name of Waste Hauler _____

Number of Toilets _____

Location of Toilets _____

If Using Security:

Name of Company/Contact Person and Phone Number _____

Number of Security Guards that will be provided _____

All bonds are to be posted with the Town of Hilton Head Island Business License Office.
Bonds are required to be posted prior to receiving your Special Event Permit.

Required Refundable Special Event Bond of \$500 posted? Yes No (If yes, attach payment)

❖ See attached checklist for required information that must accompany application.

Signature of Applicant

Signature of Resident Applicant (Required if applicant is not a resident of the Town of Hilton Head Island)

❖ Attach Checks for Application Fee, Site Plan to Application

Special Event check list for applicant
must accompany application

The documents below must accompany the Special Event application or application will be considered incomplete and returned to applicant.

- Application fee / \$100.00** (must be paid prior to any application review)
- Special Event Bond / \$500.00** (must be paid prior to any application review)
- SITE PLAN / Must show the following:**
 - 1. Location** of all structures with respect to the existing buildings, property lines, roads and walkways, to include
 - Tents / detail description of size/state if tent is fully or partially enclosed / number of tents / must show location of all tents.
 - Grandstands / size / capacity
 - Bandstands / include electrical hook ups
 - Vendor booths / size and description of booths
 - Refreshment stands
 - Restrooms / include number of handicap available
 - Portable toilets / number
 - Drinking fountains
 - Tables
 - Signs / may require sign permit (all signs prohibited on beach)
 - Parking areas / include handicap spaces available and number
 - For Walks / Races / Parades - provide detail of any road / lane closings (permanent or temporary)
 - All electrical hookups
 - Speakers/hook up location(s)
 - Support vehicle locations and number of vehicles
 - 2. Additional applications / licenses or permits required**
 - Sign permit from Planning Department
 - Business licenses from Town Business Office for all vendors
 - Liquor license and/or beer/wine license from State of SC
 - State of South Carolina Department of Health approval for all food vendors
 - State of South Carolina Department of Transportation approval for use of State owned roads & owner approval on privately owned roads

For out of Town sponsors a resident agent is required. Your application will be reviewed by the following Town Departments for further requirements and may result in additional bond amounts to be posted prior to receiving your Special Event permit. **A minimal bond amount of \$500.00 will be required** unless you are a tax exempt organization which requires a 501 C IRS letter. Bonds must be posted prior to receiving your Special Event permit.

Beaufort County Sheriff's Office – required Traffic and Crowd control
Hilton Head Island Fire & Rescue Department – EMS Standby / Fire Marshal inspections
Planning Division – review for Development exemption
Bldg. & Fire Codes Department – review for all required inspections and approval(s) /
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