

# 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
    - Provide detail of any road / lane closings
    - 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 Department** – 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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