



## City of Cayce Special Event Policy

### **I. Introduction**

The City of Cayce encourages events that educate and expose the public to a range of diverse and rich cultural experiences. The City of Cayce's Special Event Policy is designed to standardize events held in the community so they are executed with the safety and health of the participants, the protection of public property, and the impact on non-participating residents is taken into account. A Special Event is defined as any event held on any private or public property that will affect City rights-of-ways or at special indoor/outdoor event venues. Examples of special events include, but are not limited to: festivals, concerts, markets, walks/runs. The City is committed to ensuring that all events within City limits are appropriately governed by rules, regulations and ordinances, and do not violate federal or state laws or regulations. It is the responsibility of the event organizer to ensure guidelines are followed. The event organizer is solely responsible for all special event-related contracts and agreements. The City of Cayce has no responsibility for any performances, contracts or agreements connected with the event, unless exempted by the City Manager and specified in the Special Event Permit.

### **II. Overview**

Individuals and organizations wishing to conduct an event in the City of Cayce, including the City's Riverwalk and public right-of-way must obtain approval in advance through submission of a Cayce Special Event Application. The Special Event Coordinator, along with other necessary City officials, will review the application for compliance with City guidelines. Upon approval, the City will issue a Special Events Permit. Acceptance of a Special Event Application does not imply approval of an event.

- \* All foot races or walks are only permitted in the Timmerman Trail section of the Cayce Riverwalk
- \* Only one (1) race or walk is allowed on Saturdays
- \* No permanent markings are allowed anywhere in Timmerman Trail

All Special Event Applications are due a minimum of 21 days before the event. Events requiring road closures, security, firework approval and/or other special requests are due a minimum of 45 days before event.

Items considered in the Special Event Application review process include, but are not limited to:

- Risk to health, safety and welfare of participants in the event and to the residents of Cayce
- Compliance with applicable city, state and federal laws
- Nature of the event and how it will serve the community of Cayce
- Whether the event will generate positive media exposure for the community
- Impact of event on neighboring residents and properties
- Impact and/or cost of event on City property, support services and holiday schedules
- Compatibility of event with requested location
- Dates and times during which the event will occur
- Number of participants
- Parking availability
- Adequacy of adult supervision for minors
- Frequency of the event or similar event(s)
- Past compliance with Special Event Policy and MOU

Note: A special event application for events held on private properties may require other permits such as: temporary use permit, tent permits, zoning compliance, sign permits, etc. Please contact the Planning and Development Department at (803) 550-9559 for information on additional permitting requirements.

### **III. Event Guidelines**

1. To ensure the protection of the City of Cayce, its businesses, and residents, the City of Cayce may refuse an application or require alterations to an approved application.
2. Event times may be changed at the sole discretion of the City due to weather, infrastructure requirements, utility repairs, participant behavior, and other considerations of safety for persons, property and good public order. For the same reasons, approval may require additional conditions, dates, locations, and time limitations.
3. Except as provided by law, the City of Cayce is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks, and other facilities for special events.
4. Any misrepresentation in an application submitted to the City of Cayce or deviation from the final terms and conditions described on the application or permit may result in immediate revocation of approval or closure of event.
5. If an approval is granted by the City for an event, the event organizer will be subject to all city, state, and federal laws and regulations as they apply to the event. Failure to comply will result in denial of approval or revoking of permit and closure of event.
6. Event organizer will be responsible for ensuring vendors comply with all South Carolina and City of Cayce taxing requirements and South Carolina Department of Health and Environmental Control food safety regulations.
7. A copy of the final signed Special Event Permit must be available **on site** at the time of the event.
8. Events held on City property and public right-of-way must not discriminate on the basis of race, color, religion, sex, age, national origin, familial status or disability.

### **IV. Road Closure**

The City allows road closures during special events. The event organizer is responsible for securing approval to close roads from the Cayce Police Department and SCDOT. Cayce Police Department has final approval over route and traffic plans. If blocking or closing a road is necessary, the event organizer must provide public notification to all businesses and residents affected by the event no less than ten business days before the event. A list of City businesses and residents is available upon request. An SCDOT form can be provided upon request. Contact Cayce Police Department at (803) 550-9514 for additional information.

### **V. Safety and Security**

Cayce Police officers may be required to provide traffic and crowd control and on-site security. Once the staffing level is established, the applicant shall be responsible for contracting with Cayce Police Department at the current Police Department special duty pay rate with a three-hour minimum for each officer. For events that will have 1,000 or more people, applicant must contact the Cayce Fire Department to provide Emergency Medical Services at the special duty rate. Contact the Cayce Fire Department for information on emergency plans 803-550-9543.

Provision of Emergency Medical Services (EMS) may be required where there is potential risk to participants, officials, or the public. Accordingly, a first aid or emergency services plan may also be required. Event organizers and participants are expected to abide by all city, state and federal codes and regulations. With respect to general safety, OSHA guidelines must be followed and setup is subject to inspection by the City of Cayce. Contact the Cayce Police Department at (803) 550-9514 for more information or to make arrangements regarding event security.



## **VI. Liability Insurance**

The City of Cayce requires all event organizers sponsoring an event at a City-owned facility, property or right-of-way to provide the City with evidence of insurance as outlined below:

- General Liability, Auto Liability and Workers' Compensation, as follows:
  - \$1,000,000 minimum requirement per occurrence for General Liability and Auto Liability
  - SC State Statutory limits for Workers' Compensation
  - The City of Cayce must be listed as an additional insured on the coverage
  - A certification of insurance form may be used to submit information to the City. It must be submitted to the City Manager's Office at least 10 business days prior to the event
  
- Amusement rides and inflatables require additional insurance, licensing and inspection. The company providing the rides/inflatables will need to provide the City of Cayce with evidence of insurance as outlined below:
  - \$1,000,000 minimum requirement per occurrence (depending on size of event or type of rides, this amount may increase)
  - The City of Cayce must be listed as an additional insured on the coverage

For questions regarding the insurance requirements, contact the City at (803) 550-9520.

## **VII. Care of Property and Equipment**

All property and equipment belonging to the City is to be handled by the event organizer and its attendees with reasonable and due care. Cleanup of public property will be held to the standards set by the City of Cayce. The event organizer shall assume complete and absolute liability for any loss and damage to City property and/or equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the event organizer did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property. The cost of City employee overtime incurred due to applicant's failure to clean the site following the event is the responsibility of the applicant.

## **VIII. Noise Ordinance**

Permission to include music or amplified sound, including megaphones, as part of a special event may be given. The City reserves the right to limit sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of approval or closure of the event if appropriate adjustments are not met. Amplified noise is not allowed in City parks unless the event is co-sponsored by the City of Cayce. See the City's Noise Ordinance (Sec. 28-81 of the Cayce Code of Ordinances) for more information.

## **IX. Performing Rights and Licenses**

The event organizer is solely responsible for all special event-related contracts and agreements. The City of Cayce has no responsibility for any performances, contracts or agreements connected with the event, unless exempted by the City Manager and specified in the Special Event Permit.

## **X. Vendor and Food Sales**

In accordance with provisions of the Special Event Permit, it is the City's policy to allow the sale of food, beverages and event-related merchandise on City-owned or City-controlled property during special events. The event organizer is responsible for procuring vendors for the event and must provide to the City a list of food and beverage vendors and event-related merchandise that will be sold during the event, as well as any electric or water needs for each vendor. The City requires this information 10 business days prior to the event. If the event organizer is selling items, the organization must obtain a City of Cayce business license. Contact the City's Business License Office at (803) 550-9559 to discuss the requirements for obtaining a license.

**The City of Cayce requires all food vendors to charge Cayce's 2% Hospitality Tax on all prepared food and drinks.** Information on the Hospitality Tax may be obtained by calling (803) 550-9559 or visiting <http://www.caycesc.gov/htax.asp>. State admissions, sales and other taxes may apply. Contact the South Carolina Department of Revenue 10 business days prior to the event at (803) 898-5690 for information on applicable taxes and reporting procedures.

The event organizer is responsible for notifying all food vendors they are required by the Cayce Fire Marshal to have an easily accessible and fully operational ABC, and/or Class K for grease, fire extinguisher on site the day of the event. Note that open flame cooking under a tent or within 20 feet of another tent is prohibited in the City of Cayce. Applicants must complete the vendor event application as well if using food vendors or food trucks at the event. Contact the Cayce Fire Marshal at (803) 550-9543 with questions regarding fire safety requirements.

The event organizer is responsible for making sure all food vendors meet South Carolina Department of Health & Environmental Control regulations. For additional information on these regulations, call (803) 896 0620 or visit <http://www.scdhec.gov/food>.

## **XI. Alcohol Sales and Consumption**

It is illegal to serve or sell beer, wine or liquor on City streets unless a special South Carolina Temporary Beer and Wine Permit is obtained for alcohol sales. Securing a South Carolina Temporary Beer and Wine Permit takes a minimum of 30 days. Contact the South Carolina Department of Revenue at (803) 898-5864 for information regarding regulations and the permitting process. All events serving or selling alcohol are required to serve/sell a non-alcoholic beverage alternative. Alcoholic beverages must be served in paper or plastic cups. Alcohol sales and consumption at the event will affect the number of Public Safety officers needed. City employees are prohibited from serving/selling alcohol during special events.

The following items must be posted at the sale location:

899- SC Temporary Permit

900- Sign stating "We reserve the right to re-check ID"

901- Sign with serving hours and last call time

If alcohol is served at the event, liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Cayce must be listed as insured on the policy. For questions regarding the insurance requirements, contact City administration at (803) 550-9520.

## **XII. Signs**

The City of Cayce Zoning Ordinance governs all signage throughout the City (Article 8). Event signs may not be placed in the public right-of-way or off site of the event. Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water-filled barrels. A temporary sign permit may be required; contact the Cayce Planning and Development Department at (803) 550-9559 for information on temporary sign requirements.

## **XIII. Fireworks**

The City of Cayce Fireworks Ordinance Sec 20-47(4) states that the discharging and/or shooting of fireworks in conjunction with a special event is allowed only to the extent allowed under the terms of the permit issued by the Fire Chief and approved by City Council. Contact the Cayce Fire Marshal (803) 550-9543 regarding fireworks at special events. Firework applications must be received at least 45 days before event. \*For more information contact Amanda Rowan, Special Event Coordinator for the City of Cayce, at (803) 550-9520, arowan@caycesc.gov.

## **XIV. Tents**

Any tent company erecting a tent over 401 square feet are required to obtain a permit through the City of Cayce. Tents must be secured down to withstand the elements of weather and to prevent collapse. (Tailgate, Pop-up Tents, Assembly / Circus Tents Etc.) IFC 3103.9.1. Fire retardant information shall be in the label of tents used for commercial cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent. All cooking areas shall be protected in such a manner to prevent the public from entering the cooking area. No storage of Propane (LP) containers within the tent or canopy and within 10' feet of the tent or canopy. IFC 3104.16.2 & 3104.16.2.1 All LP containers over 21 pounds shall be stamped showing most recent inspection by a LP Gas vendor prior to any event. All bleed off valves shall be pointed away from the tent. IFC 3104.16. & NFPA 58

## **XV. Stages and Special Structures**

All event stages over 400 square feet with an erected stage canopy and special structures (video walls, audio equipment, towers etc.) shall be approved by the fire marshal's office. Construction documents shall be submitted to this office 10 working days prior to the event for our review. All requirements are listed in the International Fire Code Section 3105. A qualified third-party independent inspector shall be hired to conduct the inspection of the stage. The independent inspector shall furnish an inspection report to the fire marshal's office. Any discrepancies listed on the report shall be corrected. A permit shall be obtained through the City of Cayce.

Commercial certified and inspected 10 lb. ABC fire extinguishers shall be accessible on or around the stage area at all times. The number of fire extinguishers shall be at the discretion of the fire marshal.

*Special Event Applications will be reviewed by City staff. During the review process, staff will work with the applicant to discuss questions and potential changes. Acceptance of an application does not imply approval of event. If the application is approved, a Special Event Permit will be issued to establish the terms and conditions of hosting the event; all events must adhere to the City of Cayce Special Event Policy. The signed Special Event Permit must be on site the day of the event. **A 1 hour pre-event inspection is required prior to the display or event.** For additional information, call (803) 550-9520.*

## **XVI. Fire Marshal Guidelines:**

**Cooking Areas:** Cooking tents shall be separated from other tents by 20 ft. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent. All cooking areas shall be protected in such a manner to prevent the public from entering the cooking area.

**Note: Copy of the fire-retardant certification is required for commercial cooking tents.**

**Generators:** Generators shall be at least 20" feet from any structure, tent, or canopy and not accessible to the public. All generators shall be protected in such a manner to safeguard the public.

IFC 3104.19

**Food Truck & Trailers:** All COMMERCIAL COOKING done inside a trailer or truck etc. shall be required to have a Type I (One) hood system along with a fire suppression system. All hazardous exhaust shall be vented to the outside. A Class K fire extinguisher and a 2A 10 BC fire extinguisher shall be visible and secured inside the trailer. The fire suppression system shall be inspected every 6 months and fire extinguishers shall be inspected annually. All documentation shall be submitted to the fire marshal's office prior to the event. NFPA 96-4.1.9 & NFPA 96 Annex B

Trucks and/or trailers are required to have a carbon monoxide detector mounted low in truck or trailer. An approved cooking oil storage container is also required. Trucks must have "No Smoking" signs displayed on all 4 sides, and all trucks must be separated by 10 feet. IFC 319

**Propane (LP) Gas Containers:** (Truck or Trailers) All LP containers, piping, valves and fittings shall be properly protected. All LP containers shall be securely fastened in place to prevent movement. All LP containers 21 pounds or larger shall be inspected by a certified Propane / LP Gas vendor prior to any event for their six-year inspection, if necessary. IFC 3104.16. & NFPA 58

**First Aid:** If emergency medical service (EMS) is not provided, a first aid tent must be provided with staff trained in first aid along with an adequate first aid kit. The tent must be labeled with approved first aid sign(s).

**Fireworks:** All fireworks shoots shall be approved and have a permit from the South Carolina Fire Marshal's Office. Depending on the location of the fireworks display, the Cayce Fire Marshal's Division must determine if the site is safe and receive an approval from the Federal Aviation Administration. A Fire Marshal or Deputy Fire Marshal and a designated crew of firefighters shall standby prior to and after a fireworks display. A fee of \$42.50 per hour per personnel shall be paid two business days prior to the shoot.

**Event Map / Site Plan:** The Event Organizer / Coordinator shall provide a map / site plan of the proposed event. The plan shall consist of all the vendor locations, stages, first aid locations, carnival rides etc. The plan shall include access for first responder equipment.