

City of Cayce Special Event Permit

1. EVENT NAME _____

2. EVENT APPLICANT _____

3. ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP CODE _____

4. EVENT LOCATION _____

5. EVENT DATE _____ EVENT START TIME _____ EVENT END TIME _____

6. SET UP DATE & TIME _____ TAKE DOWN DATE & TIME _____

Required Documents:

- | | |
|-----------------------------|--|
| (Special Event Application | Route/Traffic Plan |
| Vendor Applications | Business License |
| Site Plan | SC DOT Approval |
| A Approval of Fireworks* | Proof of Insurance – Alcohol & Amusement rides |
| Sled Permit | Public Safety Requirements |

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.

*Fireworks approval required at least 45 days in advance

Staff Approvals

Date Issued:			
Special Event Coordinator:		Date:	
Planning & Development:		Date:	
Fire Chief / Marshal:		Date:	
Chief of Police:		Date:	
City Manager:		Date:	
Special Events Fees:	Paid: Yes <input type="checkbox"/>	Date Paid:	

City of Cayce Special Event Application

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. Applications must be received at least 21 days before event*. 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. Permit may be revoked if event does not adhere to City of Cayce policies. For additional information, call (803) 550-9520. The Event Organizer must obtain a business license prior to the event. Please call (803) 550-9559 for additional information.

**Submit completed Special Event Applications and required attachments to:
 City of Cayce | Attn: Special Event Coordinator | 1800 12th Street | Cayce, SC 29033 |
 arowan@caycesc.gov**

I. Applicant Information

Applicant Name: _____

Applicant Organization: _____

Check here if organization is a charity or nonprofit organization - Documentation Required

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party (if other than Applicant): _____

Phone Numbers of All Responsible Parties at Event: _____

II. Event Information

Event Name: _____

Event Purpose: _____

Check here if this is a private event (not open to public)

Date: _____ **Start Time:** _____ **End Time:** _____

Location: _____

Estimated Attendance: _____ **Will you charge admission/entry fees:** __ **Rain**

Plan: _____ **Admission /entry fee Amount:** _____

Event will continue as planned with no alterations

Event will be canceled or postponed

Site Plan:

Check here to confirm that an event site plan is attached and includes maps and/or diagrams of the full location, including names of all streets in the surrounding area.

**Events requesting road closures or firework approval may require additional processing time and should be requested at least 45 days in advance.*

Security:

Will you be hiring security or police officers : _____

Name of Company or Agency _____ Is Company SLED verified

III. Road and Parking Lot Closure

Will the event require road closure?

**applicant must complete and submit SCDOT forms to DOT 3 weeks prior to event*

- No
- Yes Check all reasons that apply below:
- | | |
|---|--|
| <input type="checkbox"/> Run/Race | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Bike | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Pedestrian Accessibility | <input type="checkbox"/> Participant Gathering |
| <input type="checkbox"/> Other: _____ | |

Street/parking lot closures requested:

Street/Lot	From	To

- Check here to confirm a route/traffic plan (including map) is attached and includes start and end points, traffic routing and locations for barricades
- Check here if event will have private security and traffic control

IV. Vendor and Food Sales

Will the event have vendors and/or food sales?*

- No
- Yes, a list of all vendor names is attached

V. Alcohol Sales and Consumption

Will alcoholic beverages be sold or served?

- No, alcoholic beverages will not be available
- Yes, alcohol will be available
- Name of Business Providing Service: _____
- Check here if alcohol will be provided free of charge

Proof of Insurance is attached

*The City of Cayce requires all food and/or beverage (unless canned or bottled) 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>.

IX. Amusement Rides & Inflatables

Will mechanical rides or inflatables be used at the event?

- No
- Yes Name of providing company: _____
 - Proof of Insurance is attached

X. Event Signage

Will event signage be used prior to and/or during the event?

- No
- Yes Number of signs: _____ Responsible party for set up/removal: _____
 - Check here to confirm a list of signs, their locations and sizes is attached

XI. Electrical

Service required beyond what is generally available must be provided and arranged by applicant. Some sites may require restrictions. All electrical equipment and setup must comply with all current codes.

Will electricity be needed during the event?

- No
- Yes, power will be supplied via: _____
 - Check here to confirm a list specifying electricity use, locations, voltage and amperage needs is attached

XIII. Hold Harmless Clause & Authorization

Applicant/organization hereby shall assume all risks incident to or in connection with the permitted activity 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 permitted activity or the conduct of applicant's operation. 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 or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

I confirm that the information provided in this application is true to the best of my knowledge and, if the application is approved, the event will adhere to the City of Cayce Special Event Policy.

Applicant Signature: _____

Applicant Name: _____ Date: _____

Vendor Application

***Food Trucks** Complete Food Truck Application

Please fill out all information below and return to the City of Cayce.

Applicant Information:

Name of Business/Organization: _____

Commercial Business Non-Profit Organization - Documentation Required

Event Name: _____

Applicant Name or Authorized Representative: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Space Specifications:

Width _____ **X** **Length** _____

(Size must include all space for tent/vehicle/trailer, grills, towing hitch, dining area, supply vehicle, etc. Grills must be located inside space indicated.)

Tent: YES NO

(Tents must be secured down with heavy duty tent stakes or heavy weights.)

Will there be cooking in the tent: YES NO

(Cooking tents shall be separated from other tents by 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.)

Generator: YES NO

(Generators shall be at least 20 feet from any structure, tent or canopy and not accessible to the public. Generators shall be roped off with caution tape or safety barrier fencing with temporary fence poles to safeguard the public. IFC 3104.19)

Electrical Hookups Needed? YES NO

Food & Beverages: Check here if you are a Non-Food Truck Vendor selling foods and/or beverages

Beverages: YES NO

Food: PREPARED **OFFSITE** & TRANSPORTED TO EVENT
PREPARED **ONSITE** WITH: BARBEQUES/GRILLS DEEP FRYER RANGE WOK

List all items you will offer at event.

Item: _____ Item: _____ Item: _____

Item: _____ Item: _____ Item: _____

Item: _____ Item: _____ Item: _____

Submit applications to:

City of Cayce | Attn: Event Coordinator | P.O. Box 2004 | Cayce, SC 29171

803-205-4448 | jhowell@caycesc.gov

Temporary Use Permit Application

**To be completed if event is being held on private property*

Date Filed: _____

Name of Applicant _____

Business Name _____

Business Address _____

Telephone #/Email Address _____

Address of Temporary Use _____

Property Owner's Name _____

Date of use _____

Reason for Temporary Use _____

Duration of Temporary Use _____

Required to submit:

Property Owner Consent Letter

State Required Licenses

Site Plan/Setback Verification

Written Description of Activity

Staff Use Only

Background Check

Fire Inspection

Chief of Police

Planning and Development

Date Issued: _____



**Food Truck
Permit Application**

**City of Cayce
South Carolina**

ISSUE DATE: _____

Name of Business		Tax Identification Number (Social Security or Federal ID Number)	
Name of Food Truck			
Address (Including City, State, ZIP)		Business Phone Number	
Name of Applicant		Home Phone Number	Mobile Phone Number
Name of Event		Event Contact Name	Event Contact Number
Location #1 Address		Zoning District	Property Owner Approval Letter?
Location #2 Address		Zoning District	Property Owner Approval Letter?
Location #3 Address		Zoning District	Property Owner Approval Letter?
For additional locations, please provide above information on a separate page.			
Applicant Initials	Conditions		
	Food Truck vendor shall prominently display the SCDHEC letter grade.		
	Food Truck vendor must comply with all requirements and regulations as established by SCDHEC in the Retail Food Establishments Regulation 61-25.		
	Maintains within the Food Truck proof of written permission from the private property owner or authorized lease holder of the private property of each vending location if operating on private property.		
	The Food Truck vendor must provide proof of liability insurance for operation of the vehicle as a motor vehicle, and conduct of the business if the business is to be conducted on public property, in amounts reasonable determined by the City in consultation with its risk manager.		
	Receives annually a Food Truck Permit, a copy of which shall remain in the Food Truck during operation.		
	When not in operation, the Food Truck must be removed from the parcel and the operator must remove from the property all materials associated with the business. No Food Truck shall operate between the hours of 10:00 PM and 6:00 AM if the parcel upon which the Food Truck is located is within 400 feet of residential property.		
	The use of any sound amplification is prohibited regardless of the intended purpose.		
	The sale or service of alcoholic beverages is prohibited.		
	Signs affixed to the Food Truck advertising the name of truck and a menu of items sold are permitted. All other signs, balloons, banners, streamers or other similar devices to attract customers are prohibited.		
	The Food Truck vendor shall not operate the Food Truck as a drive-in window.		
	The noise level from the Food Truck motor and generator must comply with the City's Noise Ordinance.		
	A garbage receptacle shall be provided for customers in a convenient location that does not impede pedestrian or vehicular traffic. All litter or debris generated within a minimum of a 25-foot radius of the Food Truck shall be collected and removed by the Food Truck vendor.		
	Any service items, tables, etc. that a Food Truck operator may place outside of the vehicle shall not extend further than a 15-foot radius of the Food Truck.		



**Food Truck
Permit Application**

**City of Cayce
South Carolina**

ISSUE DATE: _____

Applicant Initials	Operation
	No temporary lighting shall be provided on site where the Food Truck is operating, except that localized lighting may be used on or in the mobile Food Truck for the purpose of inside food
	The Food Truck shall be located only within a zoning district that would otherwise permit the business, unless otherwise approved by the Zoning Administrator to locate in a different zoning district.
	The Food Truck must be located at least 100 feet away from the customer entrance of a lawfully established restaurant during the hours of its operation unless the owner of the restaurant provides a letter of consent, a copy of which shall be kept within the Food Truck.
	The Food Truck shall not occupy any handicap accessible parking space or block American Disabilities Act ("ADA") access to public facilities.
	The Food Truck shall not occupy a parking space or spaces that would negatively affect the parking for the businesses on the property or the movement of motor vehicles.
	The Food Truck shall be positioned so as not to block the visibility triangle, as defined by South Carolina Department of Transportation ("SCDOT"), or emergency access and fire lanes.
	The Food Truck must be positioned at least 15 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, handicapped parking spaces, and sidewalks, and five feet away from tree trunks and vegetation.
	The Food Truck must collect and pay hospitality tax as required by the City.
	The Food Truck must be inspected by the City Fire Marshal.
	The Food Truck grease trap must be approved by the City Pre-Treatment Coordinator.

The undersigned hereby acknowledges receipt of and compliance with the requirements of Section 7.19 of the Cayce Zoning Ordinance regarding Food Trucks and understands that the Zoning Administrator must approve any Food Truck prior to the issuance of a business license. Failure to comply with these requirements during the course of business may result in the revocation of the zoning permit and the business license.

Applicant Signature: _____ Date: _____

Submit applications to:

City of Cayce | Attn: Event Coordinator | P.O. Box 2004 | Cayce, SC 29171
803-205-4448 | jhowell@caycesc.gov

FOR OFFICE USE

<input type="checkbox"/> Approved. Conditions:		
<input type="checkbox"/> Denied. Reasons:		
Appeals may be made within 30 days		
P&D Administrator	Date:	Business License Number
Fire Marshal	Date:	Fire Inspection Decal Number

- _____ **Proof of SCDHEC Certification**
- _____ **Written Permission from property owner or authorized agent**
- _____ **Proof of motor vehicle insurance**
- _____ **Fire Marshal approval**
- _____ **Pre-Treatment Coordinator notified**
- _____ **Must Be Attached to Business License Application**

(event name)

City of Cayce

Local Hospitality Tax Reporting Form

Mail Forms and Payments to Hospitality Tax, 1800 12TH Street Ext. PO Box 2004, Cayce, SC 29171
Direct questions to (803) 550-9559

D/B/A Business Name and Location

State Retail License No.

Tax Period

FEI or SS No.

Due on or Before

HOSPITALITY TAX COMPUTATION

1. Gross Sales: Prepared food and beverages	\$	
2. Hospitality Tax: Line 1 x 2% (.02)	\$	
3. Penalty on Delinquent returns: Line 2 x 5% (.05) x _____ number of months	\$	
4. Total Hospitality Tax Due (Add Lines 2 and 3)	\$	

Enclose check made payable to the City of Cayce
Include your state retail license number and the period covered on the check.

Per City of Cayce ordinance, a 2% Local Hospitality Tax on the gross proceeds from the sale of prepared meals and beverages must be remitted to the City. The taxes are due on or before the twentieth (20th) of the month following the close of the period. Please sign and date the return.

I hereby certify that all of the information stated above is true and accurate to the best of my knowledge and belief.

Signature: _____

Date: _____

Print Name & Title _____

Telephone: _____

Please Note: All H-Tax Payments must be submitted to the Business License within 30 days. Failure to do so may result in being banned from doing future business in the City of Cayce.

Forms are available on our website at www.caycesc.gov

City of Cayce Special Event Application

SCDOT DISTRICT 1

ROAD CLOSURE FOR PARADES, FESTIVALS, OR OTHER EVENTS AGREEMENT

The South Carolina Department of Transportation (SCDOT) has no objections to municipalities, county governments, state government, or others endorsed by a municipality, county, or state government wishing to hold parades, festivals, or other events that may involve the temporary closing of one or more roads in the state system, provided however, that the parades, festivals, or other events are held in a safe and orderly manner and that motorist and pedestrian safety, as well as adequate traffic movement and accessibility for persons with disabilities, is maintained. The following procedures shall be required for such temporary state roadway closures:

1. The requests shall be in writing and, if not submitted by a **local governmental authority**, shall include the local governmental authority's permit or written authorization for the event.
2. Local or other law enforcement agencies are responsible for and shall provide all necessary traffic control when state roadways are temporarily closed, to include adequate detours for the safe and efficient movement of the traveling public around the closed area. The traveling public expects state routes to be open and free of delay. Therefore, adequate signs and traffic control devices shall be used to clearly mark the area to minimize inconvenience to through traffic. SCDOT is not responsible for traffic control or notification of local or other law enforcement for these events.
3. The local authority shall be responsible to ensure that all traffic control devices, utilized by the local or other law enforcement agencies for the parades, festivals, or other events, shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
4. Pavement markings are not allowed unless specifically approved by SCDOT.
5. No equipment or structures that would damage the pavement shall be located on the roadway surface, including but not limited to, petroleum products, such as hydraulic fluid, diesel fuel, gasoline, etc., mechanical stabilizers, and anchoring systems.
6. SCDOT does not recommend parades, festivals, or other events crossing a railroad track. However, if the parade, festival, or other event unavoidably uses a state roadway that crosses a railroad line, the requester and/or local authority is responsible for contacting the railroad company to advise of the event and coordinating any needed precautions to ensure the public's safety.
7. SCDOT shall not be held responsible for any personal and/or property damage or injury incident to or arising from these events.
8. Access to and the use of curb ramps and other facilities for any person(s) with disabilities shall not be blocked.
9. Submit requests no less than 3 weeks before event to **ROAD CLOSURE REQUESTS** to the appropriate SCDOT County Maintenance office below. Call the office to submit request via email.

County	Address	Phone
Kershaw	512 South Fair Street, Camden, SC 29020	(803) 432-4358
Lee	703 East Church Street, Bishopville, SC 29010	(803) 484-6236
Lexington	124 Park Road, Lexington, SC 29072	(803) 359-4103
Richland	7201 Fairfield Road, Columbia, SC 29203	(803) 786-0128
Sumter	301 East Calhoun Street, Sumter, SC 29151	(803) 778-5466

SCDOT DISTRICT 1 ROAD CLOSURE REQUEST

Requestor Name			
Local agency, Organization, or Group			
Mailing Address			
Email Address		Phone	

* If requester is not a local governmental agency, written authorization from a local governmental agency must be attached

Name of Event			
Detailed Description of Event			

Sponsoring Organization or Group			
Contact Name			
Mailing Address			
Email Address		Phone	

Date of Event:	Begin Time:	End Time:	Rain Date:
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Road Name/Route Number	Road Name/Route Number

All requests must also include the following information:

- Written authorization by local authority (if requester is community organization or business)
 Written authorization by local law enforcement agency to provide traffic control (if requester is not law enforcement)
 Map highlighting proposed road closure or route and detour route
 Additional details of event

I have read and agree to follow the procedures of the ROAD CLOSURE FOR PARADE, FESTIVALS, OR OTHER EVENTS AGREEMENT.	
	Requester's Signature _____ Date _____

FOR SCDOT USE:

If accepted, SCDOT has NO objection to closing the SCDOT maintained roads above for this event in accordance with all submitted documents and maps.

County:	Date Received:
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County Reviewer:	Date:	_____ Accept _____ Reject/Revise*
County Maintenance:	Date:	_____ Accept _____ Reject/Revise*
District Traffic:	Date:	_____ Accept _____ Reject/Revise*
DEA:	Date:	_____ Accept _____ Reject/Revise*

*If rejected/revised, attach memo with explanation or revision.