



Special Events Permit Application - Per city ordinance no person shall engage or participate in, aid, form or start any parade, event, block party, performance or filming unless a permit is obtained from the City Manager or his/her designee. Requests need to be received by this office 30 days prior to the event; however, we reserve the right to approve applications received less than 30 days before.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Name of requesting Organization:

Is this a charity or non-profit organization	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have liability insurance? Attach a copy listing the City of Clinton as additional insured	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Event Information

Name and Address/Location of City facility you wish to use (if parade describe route).

Date of Event:	_____	Approximate event attendance:	_____
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Event Start	_____	Event End	_____
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Will you have food/beverage vendors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will you have retail vendors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you answered yes to either of the above, **on a separate paper** describe the food, beverages, and/or items to be sold or distributed. If your event involves vendors list the names, addresses, and phone numbers of your vendors.

If the beverages that will be sold contain alcohol then evidence of a state permit having been issued or applied for must accompany your application.

Business license or a temporary business license fee may be charged to your vendors. Vendors must follow DHEC guidelines and regulations.

For additional information reference The City of Clinton Special Events Ordinance.

Will your event require road closures? If yes, <u>you are responsible</u> for requesting approval of road closures. Some roads inside the city are maintained by the state and require their approval. This process can take up to three weeks.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Requested City Services

Please indicate if you will need any of the city services outlined below.

Please note **there may be fees** associated with utilizing these city services.

If fees are required they must be paid prior to the permit being issued.

Will you use city power? (power may not be available at all locations and using power will incur additional fees)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will you use city water? (water may not be available at all locations and using water may incur additional fees)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will you need city garbage receptacles? If so how many?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will you need barricades? If yes, how many?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you made arrangements for the safety and security of your event participants?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Explain your safety and security arrangements:		
Explain your restroom facility arrangements:		

Disclaimer and Signature

Hold Harmless Clause

Notwithstanding anything herein to the contrary, this user of the city’s property shall acquit and forever discharge, indemnify and hold the City of Clinton, its successors and assigns, its employees, officers, officials, contractors, agents, and/or representatives, free and harmless from and against any and all actions, causes of action, liabilities, losses, claims, demands, suits, damages, costs, judgments, causes of action and/or expenses of any kind or nature, including the payment of reasonable attorney’s fees, resulting from any and all known and unknown, present or future, anticipated or unanticipated injury to or destruction of tangible property, or personal injury, sickness, disease, up to and including death, resulting from or in any way arising out of the negligence, errors, omissions, or willful misconduct of the City of Clinton under this permit. Such losses, liabilities, expenses, damages and/or claims shall include, but not limited to, civil or criminal fines or penalties, a taking, whether direct, indirect or inverse, of loss of use and/or service, personal injury, death, libel, slander, and attorney’s fees in the underlying action through all levels of appeals. Should the City of Clinton be named in any suit, action or claim under the terms thereof, the property user on this application shall appear and defend the City of Clinton to the extent of its indemnification obligation hereunder, provided that the City of Clinton shall have the right to appear and defend such action or claim on its own behalf. The foregoing indemnity and hold harmless agreement shall survive the expiration or termination of this permit.

Additionally, I have read and understand the City of Clinton Special Events ordinance and will abide by the conditions outlined in the ordinance.

Signature: _____ Date: _____