



Town of Kiawah Island

4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455

Phone number: 843-768-9166

Special Event Application

Purpose

Ensuring public safety for all outdoor events is paramount on Kiawah Island. The Special Event Review Committee consists of members from eight different agencies. While the form appears cumbersome, it is designed to include everything that could be included for your event. Each line item begins with a checkbox that states “Not required for my event”, if it doesn’t apply, check the box and move to the next item. It is imperative that the form is completed in its entirety. The special event form shall be used for all events that will be located outside of any permanent structure.

Pyrotechnic events shall use this form regardless of the number of participants. This form along with the Towns pyrotechnic application shall be submitted for all events that include firework displays. All forms required shall be submitted 30 days prior to the event.

**** Only tents and membrane structures with the following dimensions require inspections:**

- Enclosed tents 400 square feet or greater
- Open tents 700 square feet or greater
- Where cooking is involved either inside or outside of a membrane structure

Application Approval Process

Completed Special Event Applications shall be submitted 30 days prior to the event to the Town of Kiawah Island building official. All applications shall be reviewed by the Town’s Special Event Committee. During the review process, the committee will work with the event organizer to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. **Once the application has been reviewed and approved, St. Johns Fire District personnel will email a letter stating that the next step in the process is an onsite inspection. The email will be sent to the applicant and copy to the building official. Once the event’s site inspection has been approved, the process is complete, and the event set-up meets all International Fire Code, and business license requirements, and all first responder agencies have been notified of the event and possess site plans to ensure a rapid response time in the unlikely event there is an occurrence.**

The following documents will be necessary to complete the review process:

- Completed Special Event Application
- Liability insurance certificate
- Site plan sketch (drawn to scale, or provide measurements)
- Route and traffic plan (if applicable)
- Contract with Charleston County Sherriff’s office, Charleston County EMS (when required)

(3A) Safety/Security/Crowd Control

[] Not required for my event.

The applicant may be required to hire off-duty Charleston County Deputies to ensure security, public safety, and crowd control. For all events with 1000 persons or more, off-duty Charleston County Deputies shall be hired to provide crowd control. There shall be one deputy for every 250 persons. A contract shall be signed prior to issuance of a special event permit.

What type of security will be required?

- | | |
|--|--|
| <input type="checkbox"/> Alcohol Security | <input type="checkbox"/> Event Area |
| <input type="checkbox"/> Road Closures | <input type="checkbox"/> Money Handling Security |
| <input type="checkbox"/> Stage Security | <input type="checkbox"/> Gate Security |
| <input type="checkbox"/> Building Security | <input type="checkbox"/> Overnight Security |
| <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Other |

When will police arrive? Date: _____ Time: _____

When will police leave? Date: _____ Time: _____

(4A) Restroom Facilities, Sanitation Needs, Property Clean- up

Portable toilets shall be provided at a rate of (1) per 250 attendees, 10% of which shall be handicap accessible. Sanitation needs shall be the responsibility of the event organizer. Locations of all restroom facilities, garbage receptacles shall be identified on the sketch site plan. Property clean-up is the responsibility of the event organizer.

(5A) Rain Plan:

What is the rain plan for the event?

- Event will continue as planned no alterations.
- Event will be canceled
- Event will take place at an alternate location.
- Event will take place at a date TBD

Please provide details of the rain plan. _____

(6A) Electrical requirements:

[] Electricity is not required for this event.

Electrical service required beyond that which is generally available must be arranged and provided by the applicant. Restrictions may apply to specific sites. All electrical equipment and set up must comply with the current edition of the National Electrical Code as adopted by the State of South Carolina Building Codes Council. All electrical generators shall be a minimum of 20 feet from all tents and shall have a perimeter barrier to prevent access by unauthorized individuals. Barriers may be as simple as caution tape outlining the area.

If yes how will electricity be provided?

- Generators
- Site-specific receptacles and devices
- other

Use	Location	Voltage/Amperage

(7A) Entertainment

[] Does not apply to my event.

Will your event include entertainment? yes no (If yes attach an event(s) schedule)
 Will a stage be used? yes no
 If yes how many? _____

Please indicate the location of all stages on your sketch plan and label each according to the table below. Attach additional sheets if necessary.

	Height	Size/sq. ft
Stage 1		
Stage 2		
Stage 3		
Stage 4		
Stage 5		
Stage 6		
Stage 7		

Who is the vendor supplying stages? _____
 Who is the vendor that is providing sound equipment? _____

The Town of Kiawah Island reserves the right to limit the sound amplification equipment so it will not unreasonably disturb non-participating persons around the event. See the Town's Noise Ordinance (15-306) for more information. A special event permit should not be mistaken for acceptance of noise levels that exceed the Town's Noise Ordinance.

(8A) Temporary Structures:

Temporary structures include all enclosed tents that are equal or exceed 400 square feet, bleachers, barricades, gazebos, arbors, or any such structure that is erected on site for the purpose of the event. Consumer retail tents shall not be joined in any way. Open tents with a maximum square footage of 700 feet shall be exempt from inspection unless there is a cooking operation near or inside of the tent. All structures shall be inspected and approved prior to being made available for public use by St. Johns Fire Department personnel. All tents with cooking operations near or within the tent regardless of size shall be inspected and approved before use.

Tents

[] tents will not be used during this event.

**** No smoking signs shall be posted inside all enclosed tents.**

If tents are to be used who is the vendor? _____

Is the vendor responsible for set-up and removal? [] yes [] no

If the vendor is not responsible for set-up and removal, who is? _____

Please indicate the location of all tents on the site plan sketch. Include on the sketch plan the numerical number that corresponds with the table below. On the sketch plan include the size of the tent, and if cooking is going to take place within the tent or if there is a cooking station outside the confines of the tent enclosure.

Tent placement on paved or concrete surfaces

Pavement Holes/Marring: Drilling into pavement or concrete is strictly prohibited. All tents placed on hard surfaces shall be anchored with sandbags, water barrels, or other weighted systems.

Attach additional sheets if necessary.

	Size	Cooking yes/no
Tent 1		
Tent 2		
Tent 3		
Tent 4		
Tent 5		
Tent 6		
Tent 7		
Tent 8		
Tent 9		
Tent 10		
Tent 11		
Tent 12		

Minimum Number of Means of Egress and Means of Egress width for all Temporary Structures.

<u>Occupant load</u>	<u>Number of exits</u>	<u>Min. width of exits in inches (Tents)</u>	<u>Min. width of exits in inches (Membrane structures)</u>
10-199	2	72	36
200-499	3	72	72
500-999	4	96	72
1000-1999	5	120	96
2000-2999	6	120	96
Over 3000	7	120	96

Enclosed temporary structures

Exits shall be spaced equally around the perimeter of the tent or membrane structure. There shall be no travel distance to an exit in excess of 100 feet. Enclosed tent and membrane structures shall be provided with illuminated exit signs for all tents with two or more exits. Emergency lighting shall be provided for all exit locations.

Tent separation distances

There shall be a minimum of 20 feet between all tents for access by emergency responders. This area shall be free of all guidelines or other obstructions.

(9A) Heaters, air conditioning, propane

- Heaters/air conditioning shall at no time be placed within temporary structures.
- Only heaters and air conditioning that are approved for membrane structures shall be used.
- Construction type propane heaters shall be prohibited.
- Propane containers shall be secured from accidental tipping and shall be placed a distance of 10 feet from all membrane structures.
- Propane tanks shall also be barricaded from public access.

(10A) Event Signage

[] Signage will not be used during this event.

All signage and placement shall be approved by Town of Kiawah Island Planning Department.

If signs are to be used who is responsible for removal? (Provide all contact information)

Please indicate the location and size of all signs and banners. Attach additional sheets if necessary.

Description	Location	Size

(13A) Amusement rides and inflatables

[] Amusement rides and inflatables shall not be used during this event.

Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing these items will provide the Town of Kiawah with evidence of insurance.

What is the name and contact information for the vendor(s) providing amusement rides and inflatables?

Please indicate on the site sketch plan where all rides and inflatables will be located. List the items numerically as indicated in the table.

Description
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.

(14A) Alcohol Sales and Consumption

[] does not apply to this event.

It is illegal to serve alcohol beverages unless a special SC Temporary Beer and Wine Permit is obtained for alcohol sales. If alcohol is to be sold during the event a copy of the vendor(s) license shall be submitted with this application. Permit with serving hours must be posted.

What types of alcohol will be available during the event?

Beer (B) Wine (W) Liquor (L)

Who are the vendors providing alcohol? _____

Please place the initials of the type of liquor to be provided by each vendor in the appropriate box.

Vendor name	Contact information	Type of alcohol providing

Please indicate on the sketch site plan the location of all tents providing alcohol beverages. Please use the corresponding letter designation found on the table to identify tent locations.

Please attach additional sheets if necessary.

	Vendor	Size
Tent 1A		
Tent 2A		
Tent 3A		
Tent 4A		
Tent 5A		
Tent 6A		
Tent 7A		
Tent 8A		
Tent 9A		
Tent 10A		

When will alcohol be served?

Start: Date: _____ Time: _____
 Finish: Date: _____ Time: _____

(15A) First Aide/ Medical Services

First aid services will not be provided for this event.

If first aid is being provided what company will provide the services? _____

When will EMS arrive: Date: _____ Time: _____
 When will they depart: Date: _____ Time: _____

Please indicate the location of all first aid tents and areas on the sketch site plan by using the designation (FA).

(15A) Hazardous materials and pyrotechnics

- There will be no hazardous materials or pyrotechnics during this event.
- There will be hazardous materials as defined by this document at this event.
- There will be pyrotechnics at this event.

Hazardous materials include the following:

- ✓ Deep fat fryers
- ✓ Propane
- ✓ Butane
- ✓ Gasoline
- ✓ Diesel Tanks
- ✓ Helium
- ✓ Portable Heaters

Pyrotechnics:

The company providing pyrotechnic service must submit an application to the State of South Carolina Fire Marshal’s Office for a State Fireworks permit and provide a copy along with this application. A site inspection of the launch area must be completed by St. Johns Fire District’s Fire Prevention Division. In addition the St. Johns Fire Department may determine the use of pyrotechnics on a case-by-case basis in times of severe drought.

Town of Kiawah Island: 843-768-9166

To make payment over the phone: Krista Dubois 843-768-5102

St. Johns Fire District Office: 843-559-9194

An application for approval must also be submitted to the Town of Kiawah Island. There shall be \$100.00 non-refundable fee accompanying the application submittal made payable to the Town of Kiawah Island.

What is the name of the company providing the pyrotechnics?

When will fireworks/pyrotechnics start?	Date: _____	Time: _____
When will fireworks/pyrotechnics end?	Date: _____	Time: _____
When will the Fire department arrive?	Date: _____	Time: _____
When will the Fire Department depart?	Date: _____	Time: _____

(16A) Site Plan

Provide a site sketch plan (drawn to scale or provide measurements) of the event depicting an overhead view of the entire event festivities, and area. When diagramming the entire event venue include street names and areas that will encompass the event. The plan should include the following information (if applicable):

- | | |
|--|---|
| <input type="checkbox"/> Tents (include sizes) (X) | <input type="checkbox"/> Food vendors (FV) |
| <input type="checkbox"/> Beverage vendor (BV) | <input type="checkbox"/> Alcoholic beverage vendors (A) |
| <input type="checkbox"/> Portable toilets (T) | <input type="checkbox"/> Accessible toilet (AT) |
| <input type="checkbox"/> Stages or amplified sound (SO) | <input type="checkbox"/> Bleachers (BL) |
| <input type="checkbox"/> Retail merchants (RM) | <input type="checkbox"/> First aid and EMS (FA) |
| <input type="checkbox"/> Garbage receptacles (G) | <input type="checkbox"/> Barricades (B) |
| <input type="checkbox"/> Trailers, vehicles, storage facilities (ST) | <input type="checkbox"/> Fire lane (FL) |
| <input type="checkbox"/> Signs or banners (S) | <input type="checkbox"/> Police (P) |
| <input type="checkbox"/> Generator/electricity (E) | |

(17A) Route and Traffic Plan

[] Road closure will not be required for this event.

In the event of road closure behind the first gate, the event organizer is responsible for securing approval to close roads from Kiawah Island Community Association. If the event road closure is needed on Beachwalker Drive or Kiawah Island Parkway from the round-a-bout to the first gate, contact the Town. Please contact **Charleston County Sheriff's office for information regarding road closures.**

Please indicate which of the following may affect traffic or normal use of the area.

- Run/Race
- Bike
- Pedestrian Accessibility
- Other
- Walk
- Parade
- Participant Gathering

Start location: _____

Finish location: _____

If your event involves road closures, parade, other procession, or more than one location, include a Route and Traffic Plan as part of the application submittal. Include the below required information and any additional information that applies to your event. When planning a moving route, the Charleston County Sherriff's office and Kiawah Island Community Association are available to assist you in planning your route.

KICA phone number: 843-768-9194

Charleston County Sherriff's Department phone number: 843-202-1700

Town of Kiawah Island: 843-768-9166

- The proposed route shall include the requested start and termination point. Please also clarify the direction of movement of your event.
- Routing plans for traffic: Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach residences, businesses, and public facilities.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs, and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the Charleston County Sherriff's Department.

Please note: Kiawah Island Community Association has the final discretion over your Route and Traffic Plan on private roads which begin behind the first gate. The Town of Kiawah Island is the responsible party for Beachwalker Drive and Kiawah Island Parkway, including but not limited to the placement and number of barricades, signs, and police/volunteer locations.

Indicate which roads are to be closed. Attach additional sheets if necessary.

Street Name	Section of Street to Close	Date/Time to Close	Date/Time to Open

Applicant must post "No Parking" signs along roads where public parking spaces exist within the event site. Signs need to be removed at the completion of the event.

(18A) Events that affect the area's residents

Event organizers shall be responsible for notifying area residents of the event, road closures, and any other event activities that may adversely affect area residents. An outline identifying how local residents are to be notified shall be part of this application submittal.

(19A) Hold Harmless Clause

Permittee/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 permittee's operation. Permittee hereby expressly agrees to defend and save the Town of Kiawah Island, Kiawah Island Community Association from any penalties for violation of law, ordinance, or regulation affecting its activity and from any 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 of omissions of permittee or its officers, agents and employees.

Applicant Signature

Date

Authorization

I confirm that the information provided in this application and all attachments are true to the best of my knowledge.

Print Name

Applicant Signature

Date