Special Event Application & Indemnity
Contract

Return to: City of Mauldin
PO Box 249, Mauldin SC 29662

Date Received: _____________  

FOR EVENTS ON PUBLIC PROPERTY ONLY

All Special Event applications must be turned in no later than thirty (30) days prior to the start of the event. Special Event applications are only required for events such as festivals, fairs, pickets, rallies, block parties, and other public gatherings, held on public property. All events must adhere to the City of Mauldin Special Events Ordinance and other applicable local, state and federal laws. Rental fees may apply when using public facilities or grounds for special events. Staff may impose additional restrictions based on your event, including but not limited to “buffer zones” near residential properties, curfews, noise restrictions, and event schedule adjustments.

SECTION 1: GENERAL INFORMATION

Name of Event: ________________________________________

Applicant Name: ________________________________________
Applicant Organization: ___________________________________

Mailing Address: __________________________________________________________________

Phone 1: ___________________ Phone 2: ___________________ Fax: ___________________

Email: __________________________________________________________________________
Website (if applicable): __________________________________________________________________

SECTION 2: EVENT DETAILS

Location of Event (Name & Address): ________________________________________________

_________________________________________________________________________________

What type of event is planned?
___Parade/March ___Festival ___Run/Bike Race ___Filming/Photography Event ___Block Party

Description of Event: __________________________________________________________________

_________________________________________________________________________________

Event Date(s): _______________________________________________________________________

Event Set Up Time/Date: ________________

Event Time: ________________________

Event Dismantle Time/Date: ________________________
SECTION 3: ADDITIONAL INFORMATION

Name of Sponsoring Organization (if applicable): ___________________________________________

Registered Nonprofit?  ___Y   ___N

Describe any revenue to be generated by event and the method of solicitation (e.g. ticket sales, donations, sale of goods, etc.): __________________________________________________________________________________________________________

Does the event benefit a registered nonprofit or charitable cause?  ___Y   ___N

If YES, provide name and/or cause description: ________________________________________

Nature of Event: ___Open to Public  |  ___Private Event

If a PUBLIC event, will there be a price for admission?  ___Y   ___N

If YES, provide cost (admission only – not cost of goods sold): $________________________

Expected Spectator Number: _______________

Expected Staff/Volunteer Number: _______________

Expected Participant (e.g. Vendor) Number: _______________

TOTAL ESTIMATED ATTENDANCE: _______________

SECTION 4: FOOD & BEVERAGES

Will food or beverages be sold or served at this event?  ___Y   ___N (if NO, continue to next section)

How will food be prepared?  ___On-Site by Vendors  |  ___Off-Site by Vendor/Caterer

If prepared ON-SITE, will there be water and power available to vendors?  ___Y (self-contained)  ___Y (provided at site)  ___N

What types of food items will be served?  ________________________________________________

________________________________________________________________________________

Will there be any cooking with grease or oil on-site?  ___Y   ___N

If YES, is there a plan for recycling or disposal of grease and/or oil?  ___Y   ___N

Will there be any alcohol served at this event?  ___Y   ___N

If YES, have you read and submitted an Alcohol Request with the City?  ___Y   ___N

(for all events serving alcohol, an Alcohol Request is required before approval of the event permit)

What structures will food/drink be prepared and/or served in?  
___Tents  ___Mobile Units  ___Open Air  ___Other (please list): _______________________________

Will beverages be served in:  ___Plastic Recyclable Cups  ___Plastic Souvenir Cups

Will Fire Extinguishers be present at each food vendor site?  ___Y   ___N
SECTION 5: EVENT LOGISTICS

Event Set Up Begins: Date___________  Time____________
Event Open to Public/Guests:  Date____________  Time____________
Event Closes to Public/Guests: Date____________  Time____________
Event Dismantle Begins: Date___________  Time____________
Event Dismantle Ends: Date___________  Time____________

*Please provide a detailed schedule of events and attach to the application, if applicable.

Will Tents be used? ___Y   ___N
If YES, what sizes and how many? _____________________________________________

Describe Power needs for the event (per vendor and overall): __________________________
________________________________________________________________________________

Will any Generators be used? ___Y   ___N  |  Power supplied by facility/site? ___Y   ___N

Will you be using any Amplified Sound? ___Y   ___N
If YES, describe the use and the equipment: ________________________________
__________________________________________________________________________

Will there be inflatable or mechanical attractions? ___Y   ___N

How are you providing Restroom facilities? ___Provided On-Site  ___Rental (Portable Restrooms)
If RENTING, how many units are you providing? __________
*Note: One (1) unit is recommended for every 100 attendees

How many Trash Receptacles will be needed? __________  |  Will Recycling be available? ___Y   ___N
Are you requesting the City of Mauldin provide all or some of your stated Trash Receptacles? ___Y   ___N
If YES, how many: __________

Will you or your organization be setting up and/or operating all equipment on-site (e.g. Sound, Entertainment, Vending Stations, Restrooms, etc.)? ___Y   ___N

If NO, please list all outside contractors or their companies/organizations that will be on-site during the event from set up through dismantling. This includes, but is not limited to, caterers, technicians, food/beverage workers, or rental companies. Attach additional pages if necessary.

Name:___________________________________Service Provided:__________________________

Name:___________________________________Service Provided:__________________________

Name:___________________________________Service Provided:__________________________

Name:___________________________________Service Provided:__________________________

EVENT LOGISTICS CONTACT:

Name: ___________________________________ Phone 1: __________________________
Phone 2: ___________________________ Email: _____________________________
SECTION 6: CITY SERVICES

Are you requesting any Road Closures? ___Y   ___N
If YES, which roads and during what times: Road_______________________Time___________
Road_______________________Time___________

If Road Closures are requested, a letter signed by the applicant or sponsoring organization must be drafted and submitted prior to approval of application informing surrounding property owners and the Greenlink Transfer Center of the event and detail the proposed road closures. The applicant and/or organization will be solely responsible for distribution of this letter.

Are you requesting Barricades? ___Y   ___N
If YES, how many? ____________ Drop-Off Time:_____________________

Are you requesting Police presence for Security? ___Y   ___N
If YES, contact Police Department to coordinate (864) 297-5200. There may be an additional fee.
If NO, is private security being provided? ___Y   ___N

Are you requesting Police presence for Traffic Control? ___Y   ___N
If YES, contact Police Department to coordinate (864) 297-5200. There may be an additional fee.

Will there be any “high-profile persons” on-site? ___Y   ___N
If YES, please list name(s): __________________________________________
If YES, will security be needed for escorting said person(s)? ___Y   ___N

Are you requesting City Staff presence for event management, set up, clean up or other needs? ___Y   ___N
If YES, please detail your request. You will be responsible for coordinating with appropriate department: __________________________________________________________

Will any flammable or hazardous materials be used such as fireworks*, propane, butane, gasoline, diesel tanks, helium tanks or charcoal? ___Y   ___N
If YES, please detail: ________________________________________________

*Note: any event requesting the use of fireworks must adhere to Chapter 20, Article IV of the Mauldin City Code. Fireworks are not permitted unless expressly approved by the Mauldin Fire Department, the State of South Carolina, and Mauldin City Council.

Will any first aid or medical services be provided by you or your organization? ___Y   ___N
If YES, please describe: _____________________________________________
If NO, contact the Fire Department to coordinate and identify needs (864) 288-5094.

Note: this type of support will be assessed on a case-by-case basis.
SECTION 7: EVENT SITE PLAN

Please provide a detailed map of your event. Attach a map if necessary. Please include location(s) of the following, if applicable: Event Headquarters, Restroom Facilities (including number), All Power Hook Ups, All Water Hook Ups, Tents (sizes marked), Retail Vendor Locations, Food/Beverage Vendor Locations, Generators, Pedestrian Pathway, Barricade Locations, Road Closures, Parking, Traffic Pattern, Pedestrian Crosswalks, Amplified Sound Equipment, Stage, Inflatable and/or Mechanical Rides, Ticket Booths, All Entrances and Exits, any location where money is handled, and other major components. The map must be easy to read and have all elements clearly labeled.

Note that your layout may need to be adjusted to conform to the City of Mauldin Special Event ordinance(s) and applicable local, state and federal laws. No permit will be issued without an approved layout.
SECTION 8: INSURANCE REQUIREMENTS & INDEMNITY CLAUSE

Those hosting an event on public property are required to obtain insurance indemnifying the City of Mauldin and listing the City of Mauldin as co-insured in an amount no less than $1,000,000. The City of Mauldin offers optional liability insurance for those utilizing public property for a special event. The Tenant User Liability Insurance Program (TULIP) is a low-cost insurance policy that protects both the “tenant user” and the City of Mauldin. You may purchase this one-time, event-specific insurance online by visiting [www.cityofmauldin.org/special-events-application](http://www.cityofmauldin.org/special-events-application) and following the instructions listed. Insurance must be obtained before a special events application is approved.

Please check one of the following:
____ I will be purchasing insurance through the TULIP program.
____ I will be purchasing insurance through another means and have attached the proof of insurance to this application.

SECTION 9: 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, 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 City of Mauldin harmless from any penalties or 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 omission of permittee or its officers, agents and employees.

Applicant’s Name (please print): ___________________________________
Applicant’s Signature: __________________________ Date: ________________

APPLICATION CHECKLIST

___ Completed Application
___ Detailed Event Schedule
___ Event Site Plan
___ Insurance Paperwork (if applicable)
___ Notification Letter to Residents & Greenlink (for road closures)

Return application and attachments to:

City of Mauldin | Special Events
PO Box 249, Mauldin SC 29662
ph: (864) 288-4910