



## City of Beaufort Private Event Policies and Procedures

### Introduction

The City of Beaufort'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 citizens taken into account.

The City of Beaufort is committed to ensuring that all events within the 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 organizer to ensure these guidelines are followed.

### Overview

Individuals, organizations, and agencies wishing to conduct public gatherings on City property and public rights of way must obtain approval in advance through the City of Beaufort. Events as outlined below require City approval and oversight if they are to occur on city property or public roadways.

The Special Events Committee, comprised of City of Beaufort department representatives, will review your application for compliance with City guidelines. The required signature on the Waterfront Park application will assume that the event organizer for the event has read this document and will abide by what has been stated in this document.

The City does not currently charge an application fee, but reserves the right to add a fee in the future.

**NOTE:** No Special Event application or permit is required for events held on private property, unless it involves the closing of streets or the need for City services. However, there may be a requirement for other permits such as: tent permits (cooking tents and other tents over 200 square feet), zoning compliance, sign permits, etc.

Please contact Linda Roper at: (843) 525-7084 or e-mail her at [lroper@cityofbeaufort.org](mailto:lroper@cityofbeaufort.org) for information on additional permitting requirements.

## **Special Event Approval Process**

In order to quickly and efficiently review each Special Event request submitted for approval, the City has developed the following special events approval process.

### ***Step 1: Submit Special Event Application***

The event organizer of a special event submits the Special Event Application, i.e. Waterfront Park Application, Street Closure etc., detailing the event and specific needs for City services (trash cans, police, park facilities, event set up/clean up, etc.). Depending on the type of event, more detail may be required.

Please send the application to:

Downtown Operations  
Attention: Linda Roper  
500 Carteret Street Suite B2  
Beaufort, SC 29902  
Telephone: (843) 525-7084  
Fax: (843) 986-5602  
lroper@cityofbeaufort.org

### ***Step 2: Application Review***

Completed Special Event Applications (Waterfront Park Application) will be reviewed by the Special Events Coordinator and Committee, which consists of representatives from the appropriate City departments. 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. In some cases, approval from the City Manager's office may be required.

### ***Step 3: Meeting with Event Organizer and City Staff***

During this time City Staff will work with the event organizer to discuss in detail the event proposed, discuss expectations, ask for necessary documents etc. In some cases, approval from the City Council or the City Manager's office may be required.

## **Safety and Security**

Event organizers and participants are expected to abide by all federal, state and local codes and regulations. With respect to general safety, OSHA guidelines must be followed and setup is subject to inspection by the City of Beaufort.

## **Discrimination**

Events held on City property and public rights of way must not discriminate on the basis of race, color, religion, sex, age, national origin, familial status or disability.

## **Guidelines and Considerations**

1. In order to ensure the protection of the City of Beaufort, its businesses, and citizens, the City of Beaufort 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, and repairs to utilities, 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 Beaufort and South Carolina Department of Transportation 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 Beaufort or deviation from the final terms and conditions described on the application or on the Memorandum of Understanding may result in immediate revocation of approval or closure of event.
5. If you are given approval by the City for your event, you will be subject to all City, State, and Federal laws and regulations as they apply to the event. Failure to comply will result in revocation of approval or closure of event.
6. Event organizers will be responsible for ensuring vendors comply with all South Carolina taxing requirements and SCDHEC food safety regulations.

## **Liability Insurance**

The City of Beaufort requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Beaufort with evidence of insurance as outlined below.

General Liability, as follows: \$500,000.00 minimum requirement per occurrence (depending on the size or type of event, this amount may increase)

A certification of insurance (ACORD) form may be used to submit this information to the City. This form must be submitted to the City Events Coordinator at least 10 business days prior to the event naming the City of Beaufort as additional insured. For questions or additional information, please contact the City Events Coordinator at 843-379-7063

## **Alcohol and Insurance**

If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager's office at (843)-525-7070.

**City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.**

### **Permits and Licensing**

Please contact the Beaufort Planning Department at (843)-525-7011 for additional information on permitting and inspections.

### **Signs**

Per section 7.2 of the Zoning Ordinance, one temporary banner may be permitted per street frontage of a special event site during the special event permit period with a maximum size of thirty-two square feet.

Event signs may not be displayed 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 must be placed on premises of special event location. Free standing temporary signs cannot exceed 6 feet in height, unless they are flush mounted to the wall of a building. Signs cannot be attached to trees, street signs or utility poles. Pylon or pole-mounted freestanding signs are prohibited.

### **Tents**

All tents used for cooking and other tents over 200 square feet require a tent permit. Contact City's Building Codes at (843) 525-7049 for information on the tent permit application process. For information on cooking tent regulations, contact the Beaufort Fire Department at (843) 322-7915.

### **Care of Property and Equipment**

All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. Cleanup of public property will be held to the standards set by the City of Beaufort. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property.

### **Noise Ordinance**

Permission to include music or amplified sound, including megaphones, as part of a special event may be given. A request for a noise waiver can be submitted to the City Manager's Office. Final approval will be given by City Council. The City reserves the right to limit the 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 your approval or closure of the event if appropriate adjustments are not met.