



Event Permit Application

For the purposes of this Application, "event" shall apply to any parade, march, walk, run, ceremony, party, assembly, pageant, competition, or procession of any kind held upon any public street within the City of Lancaster.

Permit Application Date: _____

Event: _____ Event Date: _____

The Permit Application Date must be submitted at least forty-five (45) days before the date of the event with the understanding that the South Carolina Dept. of Transportation requires thirty (30) days upon which to consider any road closure request forwarded to it by the City of Lancaster.

Description of Event: _____

Applicant's Name: _____

If the event is sponsored by, or on behalf of, any person other than the Applicant, the Applicant must file a written authorization, signed by the Event Sponsor, with this Application. The Event Sponsor must certify that he/she is the responsible party and specifically authorize the Applicant to apply for the Permit on the Event Sponsor's behalf.

Sponsor's Name: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Organization Name: _____ Telephone: _____

Headquarter's Address: _____ City/State/Zip: _____

Chief Officer of Organization: _____

Organizational Staff: _____

Beginning Point: _____ Ending Point: _____

Starting Time: _____ Ending Time: _____

Staging/Assembly Time: _____ Staging/Assembly Areas (streets): _____

Route (if applicable): _____

The event will occupy all or only a portion of the width of the streets along the proposed route.

A map outlining the street(s) to be closed MUST be attached to this application. This is a South Carolina Department of Transportation requirement and the Police Department cannot process the Application without a map.

Number Participating: _____ Persons _____ Animals _____ Vehicles
Type of Animals Involved (if applicable): _____

Event Sponsor is responsible for cleaning up after animals involved in the event.

Description of Vehicles Involved (if applicable): _____

Fire Department Needed Information:

Will there be any cooking? Frying? Yes_____ No_____

If yes- a class k fire extinguisher is required.

Will tents be set up? Yes_____ No_____

If yes- make sure tents are secure.

Will generators be used? Yes_____ No_____

For more information please contact Tom Lever @ 803-283-9900

Will EMS Services be needed? Yes_____ No_____

If yes, contact Lancaster County EMS at 803-283-4134 to discuss all details, arrival/departure times.

Please note that there is a \$25.00 per hour charge, per medic.

The organization or sponsors of the event must be prepared to pay for a minimum of two (2) off-duty police officers at *\$35.00* each per hour. If deemed necessary by the Chief of Police, more officers may be required. For more information please contact Captain Dwayne Davis @ 803-283-1176.

Should this Event Permit Application be granted, the Applicant and/or Event Sponsor is required to provide off-duty police officer resources to secure the event route and/or area of staging/assembly. The Applicant and/or Event Sponsor is also required to obtain and provide proof of Special Event Insurance naming the City of Lancaster as an additional insured in an amount required by the City of Lancaster.

Please contact Tim Harper @803-289-1296 if any more information is needed.

Should this Event Permit Application be granted, the Applicant and/or Event Sponsor must comply with all permit directions and conditions set out by the City of Lancaster and/or any of its departments and with all applicable laws and ordinances.

Should this Event Permit Application be granted, the Event Sponsor, or other person leading the event, must carry the Event Permit on his/her person during the course of the event, including staging and assembly times.

Should this Event Permit Application be granted, the Event Sponsor accepts all responsibility for ensuring the safety of the participants and others in the vicinity of the event, and hereby holds harmless and indemnifies the City of Lancaster, its departments, and personnel for any and all claims for injury or damage to property or person, including death, that may arise from the conduct of the event, staging and assembly of the event, closing of the streets, or traffic direction.

Applicant's Signature: _____

Sworn to before me this _____ day of _____, 20____.

Notary Public of South Carolina

My commission expires: _____

For Internal Use Only	
Event Permit Approved <input type="checkbox"/>	Event Permit Denied <input type="checkbox"/>
Comments: _____	

Copy to:	
<input type="checkbox"/> City Administrator <input type="checkbox"/> Police Chief <input type="checkbox"/> Fire Chief <input type="checkbox"/> Public Works Director <input type="checkbox"/> EMS Director	