



Municipal Park Foundation Board Special Called Meeting
Agenda
Wednesday, January 21, 2026
6:00 PM

1. Call to Order, Roll Call
2. Prayer
3. Civility Pledge and Pledge of Allegiance
4. Old Business Items
 - a. Update on the new signs for the Municipal Park
 - b. Update from the Town Administrator on the benches
 - c. Update on the camera installation at the Municipal Park
 - d. Update on the approved entrance project
5. New Business Items
 - a. Consideration of the proposed Special Events Guidelines for the Municipal Park
 - b. Consideration of the number of board members to recommend to the council
6. Discussion Items
 - a. Budget Update
 - b. Municipal Park Master Plan
7. Public Comments
8. Board Member Comments
9. Adjournment

Park Board Packet Outline

Special Events Framework for Awendaw Municipal Park

COVER PAGE

- Town of Awendaw Seal / Logo
 - Title: **Awendaw Municipal Park – Special Events Framework**
 - Subtitle: *Ordinance, Policies, Agreements & Forms*
 - Prepared for: Municipal Park Board
 - Prepared by: Planning & Zoning / Municipal Staff
 - Meeting Date
-

TABLE OF CONTENTS

(Include page numbers in final PDF)

SECTION 1. EXECUTIVE SUMMARY (1–2 PAGES)

Purpose of the Packet - Explain the need for a unified, consistent approach to special events at Awendaw Municipal Park. - Summarize growth in event requests and complexity. - State goals: safety, fairness, stewardship, and community access.

Recommended Action - Recommend Park Board endorsement of the Special Events Framework.

SECTION 2. SPECIAL EVENTS ORDINANCE (DRAFT)

Purpose: Establish legal authority

Include: - Full draft ordinance text - Brief margin note or header explaining: - Authority granted - Enforcement provisions - Fee authorization (no dollar amounts)

SECTION 3. MUNICIPAL PARK EVENT POLICY & GUIDELINES

Purpose: Ensure consistent administration

Include: - Full policy document - One-page summary highlighting: - Event classification - Review timelines - Concurrent request handling - Safety and environmental standards

SECTION 4. EVENT RENTER AGREEMENT

Purpose: Risk transfer and compliance

Include: - Full Event Renter Agreement - Callout box noting: - Insurance requirements - Indemnification language - Cancellation authority

SECTION 5. SPECIAL EVENT RENTAL APPLICATION

Purpose: Comprehensive intake and risk screening

Include: - Full application form - Brief explanation of how the application supports staff review and Board decision-making

SECTION 6. VENDOR REGISTRATION FORM

Purpose: Vendor oversight and insurance compliance

Include: - Full Vendor Registration Form - Explanation of why vendors are reviewed separately from organizers

SECTION 7. EVENT PROCESS FLOWCHART (1 PAGE)

Purpose: Visual overview of the event lifecycle

Include: - One-page flowchart graphic - Caption: *"From Inquiry to Post-Event Closeout"*

SECTION 8. PUBLIC-FACING GUIDE: "HOW TO HOST AN EVENT"

Purpose: Community clarity and transparency

Include: - Full guide document - Note that this version is intended for the Town website and applicants

SECTION 9. ANTICIPATED PARK BOARD QUESTIONS & ANSWERS

Purpose: Support informed discussion

Include: - Prepared Q&A document - Optional appendix designation

SECTION 10. IMPLEMENTATION & NEXT STEPS

Suggested Timeline - Park Board endorsement - Town Council ordinance adoption - Staff rollout and public posting

Optional Notes - Pilot period - Fee schedule adoption (separate action)

APPENDICES (AS NEEDED)

- Fee Schedule (once adopted)
 - Related ordinances or resolutions
 - Sample approval checklist
-

End of Packet

Special Event Process Flowchart

Awendaw Municipal Park

STEP 1 – EVENT INQUIRY

Organizer contacts Town /



STEP 2 – APPLICATION SUBMISSION

Organizer submits Special Event Rental Application - Event details - Attendance estimate - Alcohol, vendors, parking, sound



STEP 3 – ADMINISTRATIVE REVIEW

Town staff reviews application for completeness - Determines event classification - Identifies required documents



STEP 4 – CONDITIONAL APPROVAL

Organizer receives conditional approval from Municipal Park Board or Town Council - Documentation checklist issued - Submission deadlines established (60 / 90 days)



STEP 5 – DOCUMENT SUBMISSION

Organizer submits required documents - Insurance certificates - Site & layout plans - Security / emergency plans - Vendor Registration Forms



STEP 6 – FINAL REVIEW

Town confirms compliance with all requirements - Safety review complete - Fees & deposits paid



STEP 7 – EVENT RENTER AGREEMENT

Organizer signs Event Renter Agreement - Insurance & indemnification confirmed - Final conditions acknowledged



STEP 8 – EVENT DAY

Event conducted per approved conditions - Town monitors compliance - Safety & operations enforced



STEP 9 – POST-EVENT CLOSEOUT

Organizer restores park & removes trash - Damage assessed if applicable - Deposit refunded or applied

Note: The Town reserves the right to suspend or cancel events at any stage due to safety, weather, or noncompliance.

Town of Awendaw

Municipal Park – Special Event Rental Application (Comprehensive)

This application is required for all special events seeking use of Awendaw Municipal Park. Submission of this application does not constitute approval. Events are subject to review in accordance with the Town's adopted Special Events Ordinance, Event Policy, and Event Renter Agreement.

SECTION 1. APPLICANT INFORMATION

Event Organizer / Legal Entity Name: _____

Primary Contact Name & Title: _____

Mailing Address: _____

Phone: ___ Email: _____

On-Site Event Contact (Day of Event): _____

On-Site Phone Number: _____

SECTION 2. EVENT OVERVIEW

Event Name: _____

Event Description (purpose, activities, audience):

Event Type (check all that apply): Community / Nonprofit Cultural / Educational Commercial / For-Profit Festival Athletic / Recreational Private Event Other: _____

Admission Charged? Yes No

If yes, describe fee structure: _____

SECTION 3. EVENT DATE, TIME & DURATION

Event Date(s): _____

Event Time(s): _____

Set-Up Date(s) & Time(s): _____

Breakdown Date(s) & Time(s): _____

Is this a multi-day event? Yes No

If yes, number of days: _____

SECTION 4. PARK USE REQUEST

Requested Use Area (check all that apply): Full Park Lakefront Area Central Field / Stage Area Trails / Wooded Areas Parking Areas Other: _____

Exclusive Use Requested? Yes No

Estimated Attendance: - Daily: ___ - Total (multi-day): _____

SECTION 5. EVENT OPERATIONS & INFRASTRUCTURE

Temporary Structures (check all that apply): Stage Tents / Canopies Fencing Inflatable Structures None

Will any staking or ground penetration occur? Yes No

Electrical / Generator Use? Yes No

If yes, describe: _____

Amplified Sound? Yes No

If yes, describe equipment and hours of use: _____

SECTION 6. PARKING & TRAFFIC MANAGEMENT

Estimated Number of Vehicles: _____

Proposed Parking Locations: _____

Traffic Control Required? Yes No

Traffic Control Provider: _____

Note: All traffic control must be conducted by certified law enforcement officers or a professional traffic management company and is subject to Town approval.

SECTION 7. SAFETY, SECURITY & EMERGENCY SERVICES

Private Security Required? Yes No

Law Enforcement Requested? Yes No

Fire Marshal Review Required? Yes No

EMS / Medical Services Planned? Yes No

Describe safety and emergency measures: _____

SECTION 8. ALCOHOL & VENDORS

Alcohol Served or Sold? Yes No

If yes: - Alcohol Type: Beer/Wine Liquor - Licensed Provider Name: _____

Vendors Participating? Yes No

Estimated Number of Vendors: _____

Vendor participation requires submission of a Vendor Registration Form and may require proof of insurance.

SECTION 9. INSURANCE & DOCUMENTATION ACKNOWLEDGMENT

The Applicant acknowledges that approval is contingent upon submission of required documentation, including but not limited to: - Certificate of General Liability Insurance naming the Town of Awendaw as additionally insured - Liquor liability insurance (if applicable) - Site plan and event layout - Security and emergency plans - Required permits and approvals

SECTION 10. CERTIFICATION

I certify that the information provided in this application is true and correct and understand that submission does not guarantee approval. I acknowledge that additional conditions may be imposed by the Town.

Applicant Signature: ____ **Date:** ____

Printed Name & Title: _____

FOR TOWN USE ONLY

Application Received: ____ **Reviewed By:** _____

Conditional Approval: Yes No Date: _____

Notes: _____

Town of Awendaw, South Carolina

Ordinance No. ____

An Ordinance Regulating Special Events at Awendaw Municipal Park

WHEREAS, Awendaw Municipal Park is a publicly owned recreational facility intended to serve the health, safety, and welfare of the community; and

WHEREAS, the Town Council of Awendaw finds it necessary to establish clear authority and standards for organized events held within municipal park property to protect public safety, environmental resources, and Town assets; and

WHEREAS, the Town Council desires to ensure that park use is administered in a fair, consistent, and legally defensible manner;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Awendaw, South Carolina, as follows:

Section 1. Purpose and Intent

The purpose of this Ordinance is to regulate special events conducted at Awendaw Municipal Park in order to: - Protect public safety and welfare; - Preserve municipal property and environmental resources; - Ensure equitable access to public facilities; - Establish authority for permitting, conditions, and enforcement related to special events.

Section 2. Applicability

This Ordinance applies to all organized activities, festivals, gatherings, or events conducted on Awendaw Municipal Park property that: - Are open to the public or a defined group; - Involve vendors, alcohol, amplified sound, or temporary structures; or - Require exclusive or partial use of park facilities.

Section 3. Authority

The Town of Awendaw is authorized to: 1. Require permits and written agreements for special events; 2. Establish application procedures and documentation requirements; 3. Impose conditions necessary to protect public safety and park resources; 4. Require proof of insurance, indemnification, and security measures; 5. Assess rental fees, deposits, and cost recovery charges pursuant to an adopted fee schedule; 6. Deny, condition, suspend, or revoke event approvals for noncompliance or public safety concerns.

Section 4. Administration

4.1 Governing Bodies

Special event applications shall be reviewed and approved by the Town Council, Municipal Park Board, or designated Town staff in accordance with adopted policies.

4.2 Administrative Authority

Town staff are authorized to administer this Ordinance, require additional information, and enforce compliance with approved conditions.

Section 5. Special Event Permit Requirement

No person or entity shall conduct a special event at Awendaw Municipal Park without obtaining a Special Event Permit and executing an Event Renter Agreement approved by the Town.

Section 6. Fees and Deposits

The Town Council may adopt, amend, and enforce a Municipal Park Fee Schedule establishing: - Event rental fees; - Multi-day use fees; - Partial park use fees; - Refundable security deposits; - Cost recovery charges for damages or cleanup.

Section 7. Safety, Security, and Emergency Services

The Town may require security personnel, law enforcement presence, fire marshal review, and emergency medical services based on event size, classification, and risk assessment. All associated costs shall be borne by the event organizer.

Section 8. Operational Standards

The Town may impose operational conditions including, but not limited to: - Approved hours of operation; - Noise limitations; - Parking and traffic control requirements; - Environmental and wildlife protections; - Restrictions on structures, staking, or ground disturbance.

Section 9. Suspension, Revocation, and Cancellation

The Town reserves the right to delay, suspend, or revoke an event permit due to: - Unsafe conditions; - Severe weather; - Noncompliance with permit conditions; - Threats to public safety or park resources.

The Town shall not be liable for financial losses incurred as a result of such actions.

Section 10. Enforcement and Penalties

Violation of this Ordinance or any condition of approval may result in: - Immediate cessation of the event; - Forfeiture of deposits; - Denial of future event applications; - Any other remedies authorized by law.

Section 11. Severability

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

Section 12. Effective Date

This Ordinance shall take effect upon adoption by the Town Council of Awendaw.

Adopted this *day of*, 20__.

Town of McClellanville
405 Pinckney St
McClellanville, SC 29458
Phone: (843) 887-3712
Email: mcclellanville@outlook.com



Application Guidelines

Special event permits are required for any organized event involving the use of, or having an impact on public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use. The Town's goal is to assist event organizers in planning safe and successful events that create minimal impacts on the communities surrounding the events.

There is a **\$200 event fee** for special event permits with the exception of Civic and Nonprofit Organizations with proof of 501(C)3 status with Council's approval. A **\$200 cleaning deposit** is also required (refundable upon satisfactory post-event inspection).

- Applications should be submitted a minimum of thirty (30) days prior to the event.
- Completion and submittal of this application does not guarantee approval.
- Proof of insurance must be submitted fourteen (14) days prior to the event.
- SCDOT parade application must be submitted if streets are to be blocked.
- Portolet arrangements are required to be made for events for more than 25 people.
- Outdoor cooking must meet SC DHEC standards, found online at www.scdhec.gov.
- Applicants are responsible for cleaning and restoring the site after the event.
- Please know that SCDHEC, SCDOR, and the Town of McClellanville all have the authority to visit any event to ensure compliance.

Any event located on town owned or maintained property is required to provide a **certificate of general/property liability insurance** for one million (\$1,000,000) dollars, no exclusions, with the Town of McClellanville named as additional insured on applicable liability coverages. Event liability insurance may be obtained through a special event policy by visiting <https://gatherguard.com/> using the ID Code: 0501-1092.

Please notify Town Hall if there is a change after submitting application (time, date(s), location, route, etc.) Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.

Return this application to the Town Administrator at mcclellanville@outlook.com or at Town Hall during business hours.

MUNICIPAL PROPERTY SPECIAL EVENT APPLICATION

PLEASE PRINT OR TYPE INFORMATION CLEARLY AND ACCURATELY.
*Completed applications must be submitted at least thirty (30) business days prior to the event.
An incomplete application will not be considered. Submission does not guarantee approval.*

Today's Date: _____ Fees Paid: \$200 Event _____
\$200 Refundable Cleaning Deposit _____

Applicant Information

Sponsoring Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Cell: _____

E-mail address or website: _____

Event Details

Event Name: _____

Event Dates: _____

The event will begin at: _____ (Time) The event will end at: _____ (Time)

Estimated number of people attending event: _____

Location of event: _____

Describe type and size of event (location, area used, entertainment, etc.) Provide or sketch a map on a separate sheet of paper. The map should detail streets to be closed, placement of tents, restrooms, trash facilities, vending areas, etc. Vehicles or cookers cannot be driven on grass or sidewalks of Town property. **NOTE: South Carolina Department of Transportation (SCDOT) (843)740- 1655 approval is required for street closures and the applicant must provide proof of approval prior to event.**

Setup/Dismantle Date & Time

Setup Day & Date _____ Start Time _____ End Time _____
Event day (s) Day & Date _____ Start Time _____ End Time _____
Dismantle Day & Date _____ Start Time _____ End Time _____

Event Setup --Check the appropriate box .

Do you request street closure during event? yes no

If yes, which street? _____

Start Time: _____ Finish Time: _____

Will tents be used for the event? yes no Please identify location(s) on the map

Will any signs or banners be erected? yes no If yes, how many? _____

All banners and signs must be approved by the Zoning Administrator.

Will generators be used? yes no List number, size, and identify on map.

Will there be musical entertainment features with your event? yes no

If yes, Start Time: _____ Finish Time: _____

Note: Please be aware that loud and unreasonable noise (including music) is a violation of Town Ordinance. If a law enforcement officer or town official determines that noise from your event is offensive to others, you may be required to lower or discontinue the noise – even if you have a Special Event Permit. Operation of amplifying equipment is restricted to the hours of 10 am – 10 pm.

Have arrangements been made for portable restrooms? yes no Identify location(s) on map. Name and contact information of company: _____

Have arrangements been made for cleanup/trash disposal? yes no If yes, please list details below: _____

Name and Phone number of person responsible for cleanup: _____

Will food items be cooked/prepared, distributed, or sold at event? yes no

If yes, please contact the local branch of DHEC at 843-623-2117 or list permitted exemption below (Regulation 61–25: Retail Food Establishments). If using propane gas, you must have at least one (1) approved and certified fire extinguisher for every two cooking stations while maintaining a three (3) foot clearance for any and all combustible and ignition sources. Cooking stations shall be no closer than 10 feet from any buildings. NO FOOD IS ALLOWED TO BE COOKED UNDER TOWN HALL.

Will alcohol be served? yes no

If yes, attach a copy of the temporary alcohol license and alcoholic beverage liability insurance naming the Town of McClellanville as an additional insured. **SC State law requires sponsors to obtain a temporary license prior to conducting an event (public or private); www.SCTax.org or call 803-898-5864. Describe approximate steps to discourage underage drinking: ex. Tickets, arm bands or security.** _____

Insurance and Liability

- **General Event Liability Insurance:**
The event sponsor is responsible for obtaining a \$1,000,000 general liability policy listing The Town of McClellanville as an additional insured. The Town must receive a copy of the Certificate of Liability directly from the insurer via mail, email, or fax. This must be received at least one week prior to the event.
- **SCDOT Parade Request Form must be submitted for street closures**
- **Law Enforcement & Traffic Control:**
The event sponsor must contact the Charleston County Sheriff’s Office at (843) 202-1700 to arrange for law enforcement and traffic control as necessary.

Hold Harmless Clause

The permittee/organization shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, including personal injuries and property damage of whatever kind or nature, to persons or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the permittee’s operation.

The permittee expressly agrees to defend and hold the Town of McClellanville harmless from any penalties for violation of law, ordinance, or regulation affecting the 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 omissions of the permittee or its officers, agents, and employees.

Applicant Signature: _____ Date: _____

Checklist

- Certificate of Insurance – General/Property Liability**
- Alcoholic Beverage Liability if alcohol is being served**
- SC DOT Approval (Road closure)**
- Charleston County Sheriff’s Department Approval**
- Other** _____

++++++**FOR TOWN USE ONLY**++++++

Approved by Town Council: _____ Date: _____

Additional Conditions: _____



Beaufort County Land Preservation Department

Facility Rental Policy, Application and Fee Schedule

Applicability

This facility rental policy applies to all **Land Preservation Department managed property, buildings and structures** (collectively referred to as “Property”), owned by Beaufort County. All requests for meetings, conferences, gatherings, or events on Properties are subject to this policy. **All picnic pavilions on Land Preservation Department managed Properties are on a first-come, first-serve basis and are not reservable.** Any questions can be directed to the County’s Land Preservation Director at (843) 255-2152.

Any nonprofit organization and/or association, educational institution, government organization, or for-profit individual, limited liability corporation, and/or incorporated corporation, desiring to rent Property are required to obtain a permit for such activity. This includes private or public events, whether a fee is charged or not, and includes, but is not limited to, events such as weddings, birthday parties, fundraisers, and social gatherings. Proof of applicable insurance is required, as detailed in the Insurance and Liability section of this document.

Depending on the desired rental details and the Property requested for rent, certain restrictions may apply and will be discussed with the applicant upon application submittal. The rental fee **may** be prorated, reduced or waived by the County’s Land Preservation Director depending upon the application details. Applicants will be held responsible for all costs associated with replacement, repair, and/or cleaning of the Property if damage occurs during the applicant’s use of said Property.

Applicants desiring to rent a Property on a reoccurring basis may be denied on certain dates by the Land Preservation Department Director due to availability because of other scheduled events or uses, or other factors as detailed in the Property Descriptions section of this document. Applicants requesting a reoccurring rental may request to do so at a maximum of once a month per calendar year (January 1 – December 31), subject to availability, and will be required to provide a meeting schedule with their permit application.

Nonprofit organizations/associations, educational institutions, and/or government organizations may request a waiver of any fees. Proof of their status will be required to be submitted with any fee waiver request. Request of a fee waiver does not guarantee the fee will be waived and is dependent upon the application details.

Application Process

The Property rental process begins with the submittal of a completed Facility Rental Application (Exhibit A) to the County Land Preservation Director. Receipt of an application should not be construed as final approval or confirmation of the request. The Land Preservation Director, or their representative, will contact the applicant upon receipt of the application and thereafter will serve as the primary point of contact. Applicants are responsible to contact all affected County departments and/or public agencies

with regard to related permits or licenses that may be required for the requested event. Please carefully review this policy and the application for contacts needed based on the type of requested event.

Applications will be approved on a first-come, first-serve basis. Any required documents **must** be provided with the application in order for it to be considered a complete application. Any required secondary permit approval confirmations **must** be provided within ten (10) days of the event start date to avoid event cancellation.

Applicants must complete the entire application, Exhibit A, and submit it **at least thirty (30) business days** prior to the requested event date. The application may be submitted via mail, hand delivery, or email to the Beaufort County Land Preservation Director at:

Land Preservation Department
c/o Director
124 Lady's Island Drive
Beaufort, SC 29907
snagid@bcgov.net

Payment and Cancellation

Within five (5) business days after receipt of an application, the Land Preservation Director, or their representative, will contact the applicant to discuss the application details and any questions. A **\$25.00 non-refundable** application processing fee is required for all submitted applications. Applications will not be reviewed until the application processing fee has been paid in full. Additional fees may apply from other required secondary permits. Payment for the application processing fee shall be by check or money order made out to **"Beaufort County"** (cash is not accepted); or by credit card at a secure payment link that will be provided by the Land Preservation Director, or their representative.

Within fifteen (15) business days after receipt of an application, the Land Preservation Director, or their representative, will provide a notice to the applicant to inform them if the application for rental has been approved or denied. If approved, the applicant will be notified of the rental fee due to the County for rental of the Property in the approval notification. The entire rental fee must be received by the County **at least ten (10) business days prior** to the date the applicant is to rent the Property. Payment for the rental fee shall be by check or money order made out to **"Beaufort County"** (cash is not accepted); or by credit card at a secure payment link that will be provided by the Land Preservation Director, or their representative.

Any cancellation or change to the application must be submitted in writing by the applicant to the Land Preservation Director **no less than five (5) business days prior** to the requested rental date. Refund of the rental fee, less a 25% service charge, will be made to the applicant if notice is provided within the allocated time frame. Refunds will be made by the Beaufort County Finance Department and will be mailed within thirty (30) days of cancellation. **No refunds will be issued for any cancellation within five (5) business days of the rental date.**

The County reserves the right to deny any application for rent of a Property for any reason. Any permit issued for rental of a Property may be revoked by the Land Preservation Director in the case of property abuse by an applicant or their guests. The Land Preservation Director may deny future applications for a permit to rent Property if an applicant or any of their guests does not abide by the terms of their permit or abuses the Property during their rental.

Property Conditions

All Properties and their facilities are available on an “as is” basis. Beaufort County does not provide any additional services, equipment, or amenities than what are currently existing on the Property.

Applicants are responsible for providing all additional amenities desired for their requested rental. All anchoring and signage must be accomplished with weights (i.e. sandbags, concrete/water filled barrels, etc.). Ground disturbance, soil disturbance, digging, fastening, or attaching to any tree, shrub, or park feature is strictly prohibited. Any settings or structures must be self-supporting, temporary and portable.

Food and beverages are allowed. Beaufort County does **not** provide any food and beverage service. If food and beverages will be catered or provided by the applicant, all leftover food, beverages, serving implements and trash must be removed from the Property and disposed of by the applicant. Tablecloths must be used if applicant plans on serving food on County provided furniture. Alcohol **may** be allowed on Properties by permit only and must follow the compliance requirements detailed in Exhibit B.

Beaufort County recommends one (1) portable toilet for every 250 people who attends the whole, or portion of, an applicant’s event. Ten percent (10%) of provided toilets should be ADA accessible. This figure is based upon the maximum number of attendees at your event during **peak** time. Portable sinks will be required at portable toilet locations if the event has four (4) or more food vendors and/or at a sink to toilet ratio of 1:10. Beaufort County may determine the total number of required toilets and sinks on a case-by-case basis.

Applicants may be required to contract with the Beaufort County Sheriff’s Office, or a private security firm, to provide security to ensure public safety. Security deputies should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Beaufort County Sheriff Department procedures, and be approved by the Chief Deputy. Contact the Beaufort County Sheriff’s Office for special event information and charges at (843) 255-3200. Private security firms must be South Carolina Law Enforcement Division (SLED) certified.

Applicants are responsible for the set-up, clean up, off-site trash disposal and reset of the Property within their requested rental time frame. The start times designated on the application is when the applicant will arrive on the Property to begin set-up. The end times designated on the application is when the applicant will have all items cleaned up and all attendees vacate the Property. Applicants must remove all self-generated trash from the Property themselves; clean up all food, beverages, serving implements, and supplies; and reconfigure the Property to its original condition before leaving the Property. The cost of any employee time incurred because of an applicant’s failure to clean and/or reset the Property following the rental will be borne by the applicant.

The County's Properties and indoor facilities are smoke-free environments, and the use of illegal substances is strictly prohibited at any Property or facility.

Property Rental and Fee Schedule

Beaufort County may impose restrictions on the month, day, time and/or location of rental of a Property or facility. Restrictions may be due, but not limited, to presence of threatened or endangered species, public enjoyment of the Property, overuse of the Property, and/or other scheduled events or programming. Any restrictions will be discussed with the applicant during the application review process.

Listed below are the Properties currently available for rental. Additional Properties may be added as they become available.

- **Fort Fremont Preserve Conference Room**
 - Location: 1124 Lands End Rd., St. Helena Island
 - Type: **Interior standard conference room**
 - Configuration: 20 chairs, five 6-foot tables and one 4-foot media table
 - Max Capacity: 20 people
 - A/V Equipment: projector with wireless laptop connection capability; wireless internet
 - Hours of Availability: Monday through Sunday, 8:00am to 10:00pm
 - Restrictions occur on Fridays, Saturdays and Sundays due to public open hours
 - Fee: \$50.00 for every 4-hour time block

- **Widgeon Point Preserve Event Barn**
 - **Any use of this property requires an approved facility rental application**
 - Location: 43 Okatie Hwy, Beaufort
 - Type: **Barn**
 - Configuration: 50x40-foot main floorspace, 12x12-foot bar/food floorspace, and 11x12-foot changing room
 - Max Capacity: 100 people
 - Includes use of parking lot and electricity at barn
 - Applicant must rent their own porta-potti facilities
 - Hours of Availability: Monday through Sunday, 7:00am to midnight
 - Restrictions occur November to April due to nesting bald eagles
 - Fee: \$1,500 per day

Insurance and Liability

Applicants requesting to serve alcohol, food, or entertainment are required to provide Liability Insurance coverage. Where required, the applicant, or, if applicable, the organization hosting the event, must maintain insurance in the amount of \$1,000,000 General Liability (for food and entertainment requests) and \$1,000,000 Liquor Liability (for alcohol requests) to cover the entire duration of the event. The applicant must submit to the Land Preservation Director a Certificate of Insurance verifying the

required coverage and specifically identifying “Beaufort County” as an **Additional Insured**. Beaufort County does not sell insurance. This type of insurance policy can be acquired from most private insurance carriers. The insurance certificate must be submitted **at the same time** as the rental payment is provided.

Applicants requesting fee waivers due to nonprofit or educational institution status are required to provide proof of such status.

The County accepts no responsibility for the personal safety of any person, either inside or outside a Property and/or facility. The County is not responsible for damage, loss, or theft of personal property.

Ethical Standards

The County presumes that all applicants renting County Properties will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin, and/or disability. Properties will not be approved for rental by any group that advocates unconstitutional or illegal acts, or whose activities may be contrary to the best interests of the County or its citizens. No use shall be allowed that presents obvious danger to the safety of persons and property.

Hold Harmless/Indemnification Clause

Applicants assume all risks incident to or in connection with the permitted event 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 event or the conduct of applicant’s operation. Applicants must expressly agree to defend, indemnify and to save the County harmless from any penalties for 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 event or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees.

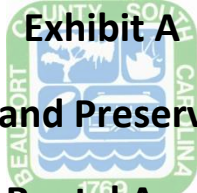


Exhibit A

Beaufort County Land Preservation Department

Facility Rental Application

APPLICANT INFORMATION		
Applicant/Contact Name:		
Organization Name (if applicable):		
Street Address:		
City/State/Zip:		
Phone Number:		
Email Address:		
EVENT INFORMATION		
Event Name:		
Purpose of Event:		
Primary Event Activities:		
Event Date(s):		
Start Time:	End Time:	Total Time:
Set-Up Begins:	Clean-Up Ends:	
Estimated Attendance:		
Charge of Admittance:		
Private or Public Event:		

Property Requested:

Fort Fremont Conference Room / Widgeon Point Event Barn

Other: _____

If "Widgeon Point Event Barn", a secondary Special Event Permit is required by the County Zoning Department. Additional information will be provided to applicant.

Non-profit Organization Fee Waiver Requested: Yes / No

If "Yes", non-profit status documentation is required with application.

Will tents be used for this event? Yes / No

If "Yes", how many and what size:

Will any signs or banners be hung for this event? Yes / No

If "Yes", how many and what size:

Will there be any musical entertainment for this event? Yes / No

If "Yes", describe type of music and band needs:

If approved, Applicant understands Law Enforcement may order musical entertainment to cease if determined it may incite a crowd to become unruly and risk injury.

Will amplified sound be used for this event? Yes / No

If "Yes", Applicant understands amplified sound can only be conducted during the hours of 8:00 a.m. to 10:00 p.m. If approved, this application is not a "noise permit". Law Enforcement may determine that noise during an approved event is offensive to others and may require Applicant to stop the noise.

Will portable toilets be used for this event? Yes / No

If "Yes", how many and what company (name and telephone number):

Will vendors be included for this event? Yes / No

A "vendor" is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise, or services. If "Yes", contact the Beaufort County Business License Department at (843) 255-2270 for a Vendor Permit.

If the event will have **food** vendors, select all that apply:

Served / Sold / Catered / Prepared Outdoors

For any food preparation or service, Applicant must contact the Department of Health and Environmental Control at (843) 846-1030 for approval. Applicant is responsible for arranging

health inspections and providing a plan for clean-up and grease removal. Fire Code requires a fire extinguisher at each cooking location.

Will beverages be served or sold at this event? Yes / No

Will alcoholic beverages be served? Yes (*Exhibit B applies*) / No

Will alcoholic beverages be sold? Yes (*SC ABCA permit required*) / No

What type of alcohol will be served? Beer / Wine / Liquor

Who will be serving the alcohol?

What are the times alcohol will be served?

What locations within the event site will alcohol be served?

Have you applied for a South Carolina temporary ABCA Permit (State Statute 61-4-550)? Yes / No

Will any upright tanks (i.e. helium, propane, etc.) be used for this event?
 Yes / No

If "Yes", all tanks must be secured in a manner to prevent being knocked over and all tanks not being used will be capped/closed appropriately.

Will any portable heaters be used for this event? Yes / No

Will any deep fryers be used for this event? Yes / No

Will any of the following be used for this event?
 Lasers / Torches / Candles / Fireworks

Restrictions may apply for any of these due to safety and fire hazards. Fireworks are strictly prohibited on County Property.

Will generators or electrical service be used for this event? Yes / No

If "Yes", restrictions may apply and generators cannot be refueled within the event site during event operating hours.

Will security be provided at this event? Yes / No

If "Yes", select all that apply and list dates/times security will be on site:

Alcohol Security / Event Area Security / Overnight Security

Stage Security / Gate Security / Money Handling Security

Other:

Dates/Times:

On a separate sheet, provide a site plan map sketch of the entire event venue, including all event amenities requested (i.e. tents, signs, music stages, toilets/sinks, vendors, alcohol service, first aid station, garbage receptacles, barricades, generators, security, etc.).

I hereby stipulate that I have read and understand all the rules and regulations as set forth by the Facility Rental Application, its instructions, and associated Exhibits and the governing body of Beaufort County for the use of the rental Property. I agree to abide by the terms of the Facility Rental Application and further understand that if any of the terms are not complied with the County may terminate the event. I also understand that proof of sufficient insurance will be required when the event involves serving or providing alcohol, food, or entertainment. Proof of insurance may also be required in other circumstances at the discretion of the County.

Applicant Signature

Date

For Office Use Only			
Permit #:		Approval Date:	
Staff Approval (Print Name):			
Staff Approval (Signature):			
Processing Fee	Due: \$	Date Paid:	Payment Type:
Rental Fee	Due: \$	Date Paid:	Payment Type:
Final Inspection			
Staff Initials:		Date:	
Damage/No Damage Notes:			

Exhibit B

Alcohol Policy Compliance Requirements

If approved, the Facility Rental Application will permit the Applicant/Organization to have and consume alcohol at the named Property provided the following rules, regulations, and conditions are understood and adhered to:

- Approval is only valid on the day requested and only for the hours that the Property is reserved. The County reserves the right to revoke or cancel permit approval for any violation of compliance requirements or abuse of privilege, without rental fee refund.
- The service of alcoholic beverages shall be in compliance with all applicable state and local laws and an approved Facility Rental Application **must** be on site with the event coordinator. The County reserves the right to remove, or have removed, from the Property any person deemed objectionable.
- The Property will be used in a safe manner, with all members of the named Organization complying with all the Property rules and regulations as established by Beaufort County and all applicable laws of the State of South Carolina, including the Alcoholic Beverage Control Act. It shall be the obligation of the Applicant/Organization, and all members of such, to be aware of said rules, regulations, and laws.
- The Alcoholic Beverage Control Act may require the Applicant/Organization to apply to the State of South Carolina for a temporary alcohol permit under certain conditions. It is the Applicant's/Organization's responsibility to determine if a temporary alcohol permit is required under state law. Information on how to receive a temporary alcohol permit can be received from the South Carolina Department of Revenue at (843) 852-3600 or on-line at www.sctax.org.
- Applicant/Organization assumes liability for all damages to County property caused by any member of the event, whether accidental, willful, or the result of carelessness or negligence.
- Applicant/Organization assumes all risk and responsibility for regulating the consumption of alcohol. The Applicant/Organization contact person is responsible for informing all vendors of alcoholic beverage application rules, regulations, and conditions. The County assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.
- Applicant/Organization shall be prepared to provide transportation through a designated driver or commercial taxi/transportation service in the event that there is reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle.
- The event may be inspected at any time by County staff or any public authority, including law enforcement, to ensure compliance with all legal requirements. The County reserves the right to require security officers for groups consuming alcohol, the direct cost of which will be the responsibility of the Applicant/Organization.
- Alcohol shall be consumed only in the immediate area of the rented Property. Applicant/Organization **must** fence or restrict the event area to prevent participants from leaving the area with alcoholic beverages.


- The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol on site before this designated time. All alcohol **must** be removed from the Property by the conclusion of the event.
- Applicant/Organization and all participating vendors **must** discontinue alcohol distribution at a minimum of **15 minutes prior** to the end of the event. All alcohol **must** be cleared from the Property at the end of the event. At no other time may alcohol be present, possessed, served and/or consumed in the public area.
- Serving hours **must** be posted at all serving locations.
- Signs at least 11" x 17" informing participants that alcoholic beverages are prohibited on County streets and sidewalks beyond the boundary of the event permit area **must** be posted.
- Any consumption of alcohol by employees, workers, volunteers, etc. selling the alcohol is strictly prohibited.
- There shall be no glass/plastic bottles or cans served during the event. The contents of any alcohol served or sold in bottles or cans **must** be poured into plastic or paper cups. Alcoholic beverages shall be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
- No more than 2 alcoholic beverages can be sold to a customer at a time. If 2 alcoholic beverages are sold at one time, the vendor **must** ask if the second beverage is going to someone previously ID'd.
- It is a violation to sell liquor, beer, or wine to an intoxicated person (State Code: 61-4-580(A)(2)). Applicant/Organization shall not serve or provide any alcoholic beverages to any person who appears to be intoxicated or to have consumed an excess amount of alcohol.
- It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer, or wine (State Code: 61-4-580(A)(1)). Applicant/Organization shall ensure that no persons under 21 may have access to alcohol and shall require the presentation of valid identification and proof of ownership or retain an independent security agent to comply with this provision.
- Applicant/Organization **must** follow the following Wristband Distribution Guidelines:
 - Applicant/Organization will issue specific colored wristbands to the vendors within the event site and make the Land Preservation Director aware of the type and color of the wristband used each day for alcohol sales.
 - For multi-day events, a different color wristband will be used each day. Wristband colors must match identically to the wristband distribution log for each day of the event.
 - Anyone 21 years of age or older wishing to consume alcohol at the event on the facility must be wearing the colored wristband assigned to the event on that day in order to be served alcohol.
 - Patrons 21 years of age or older wishing to consume alcohol, must present a valid state ID card or a valid driver's license to receive a valid wristband. Event wristband sellers will be asked to ID the person; however, the final responsibility for abiding the state and local laws lies with the alcohol server.
 - Identification checking/wristband distribution stations must be available throughout the event site.

- Event patrons who are not wearing a valid colored wristband assigned to the event on that day and who are in possession and/or consuming alcoholic beverages will be charged with a violation.

- The following signs **must** be posted as follows:

At each alcoholic beverage service location:

A) SC Must be 21 Sign



BEAUFORT COUNTY

SOUTH CAROLINA CODE OF LAW 61-4-50

It is unlawful to sell liquor, beer or wine to a person under the age of 21.

SOUTH CAROLINA CODE OF LAW 61-4-80

It is unlawful for any person to purchase liquor, beer or wine on a licensed premises and to give such liquor, beer or wine to a person to whom liquor, beer or wine cannot lawfully be sold.

B) Sales Times Sign



BEAUFORT COUNTY

EVENT NAME


Alcohol Permit Hours

ALCOHOL SALES BEGIN @ ???PM

ALCOHOL SALES END @ ???PM

EVENT ENDS @ ???PM

C) ID Check Sign




BEAUFORT COUNTY

WE RESERVE THE RIGHT TO

RE-CHECK YOUR ID

D) Volunteers Sign



BEAUFORT COUNTY

REMINDER:

VOLUNTEERS CANNOT DRINK

ALCOHOLIC BEVERAGES BEFORE OR

DURING THEIR SHIFT

E) Wristbands Sign



BEAUFORT COUNTY

WRISTBAND POLICIES

Anyone 21 years of age or older wishing to consume alcohol on public property must wear a County of Beaufort approved wristband.

All individuals consuming alcohol on public property will be required to purchase a wristband for \$1.00 from the event or any participating vendor in the event permit area.


Event patrons who are not wearing a valid wristband, and who are in possession and/or consuming alcoholic beverages, will be charged with a violation of the alcohol policy.

Any consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited

No more than two (2) alcoholic beverages shall be sold to a customer at a time.

It is the policy of Beaufort County to ID any and all.

At each entrance/exit to the event:



BEAUFORT COUNTY

**NO ALCOHOL
ALLOWED
BEYOND THIS
POINT**

F) No alcohol beyond Sign



BEAUFORT COUNTY

**SMOKING, PETS,
BICYCLES &
SKATING ARE
PROHIBITED IN
EVENT SITE**

G) Prohibited Sign (*inside buildings*)