



# CITY OF BEAUFORT WATERFRONT PARK APPLICATION

PO Drawer 1167, Beaufort, SC 29901

FAX: 843/525-7013

Phone 843/525-7070

Date of Application:

Name of Event:	Date & Time(s) of Event:
Setup Date(s)/Time(s):	Take down Date(s)/Time(s):
Name of Individual/Organization:	Type of Organization:
Address:	Telephone Number:
Designated Chairman/Lessee Name and Phone Number	

Is event open to the public \_\_\_\_\_? Will admission be charged or donation required \_\_\_\_\_ ?

Will alcoholic beverages be sold \_\_\_\_\_ or served \_\_\_\_\_ ?

Number of people expected to attend \_\_\_\_\_

You **must** call the Parks Superintendent (525-6348 or 525-7054) to review and discuss the attached rules and regulations and arrangements for your event, including bringing any furniture, decorations, equipment, etc., into the Park. Food and beverage **concessions** may be provided only with permission of the City Manager and inspection/approval by the Department of Health & Environmental Control (DHEC) at 525-7629. For electrical needs outside of the pavilion, contact SCE&G (525-7700) to apply for an electric meter.

All performances involving **amplifiers, loudspeakers or other sound devices** in the Waterfront Park are subject to Section 9-1008 of the City Code of Ordinances pertaining to unreasonably loud noise. Under this ordinance, sound from any source which exceeds 85 decibels (db(C)) measured at any time at the property line is considered a prima facie violation of the City Noise Ordinance. If the applicant believes that his/her performance or event may exceed this decibel level, the applicant is advised to seek a Special Event Permit from City Council.

**If you expect more than 200 people to attend, or if alcohol is sold or served** (even for a private function) security must be provided. You **must** contact the Police Department for a Security Contract and the Fire Department for a Safety Plan. If alcohol will be sold, you must also obtain approval from City Council, a temporary license from the SC Department of Revenue (803/898-5864) and a General/Commercial Liability and Liquor Liability Insurance policy naming the City as co-insured. A copy of the policy and verification of the security contract must be provided to City Hall prior to the event.

### FEES AND DEPOSITS

PARK RENTAL FEE WILL APPLY FOR EACH DAY THE PARK IS OCCUPIED, INCLUDING SETUP/TAKEDOWN

Rental fee for entire park, less Farmer's Market, with free admission. . . . . \$ 50.00 per day \_\_\_\_\_

For any organized event with admission charge, fees are as follow:

Entire park, less Farmer's Market . . . . . \$150.00 per day \_\_\_\_\_

Pavilion only . . . . . \$ 55.00 per day \_\_\_\_\_

Grassy section only (See map) #1 #2 #3 \$ 30.00 each/ per day \_\_\_\_\_

Entire Farmer's Market . . . . . \$ 50.00 per day \_\_\_\_\_

Lighting (pavilion or Farmer's Market) . . . . . \$ 15.00 per day \_\_\_\_\_

Maintenance Deposit - refunded within 15 working days upon \_\_\_\_\_

inspection/approval by Park Superintendent . . . . . \$175.00 per event \_\_\_\_\_

TOTAL \_\_\_\_\_

Date pd/amt/rec# \_\_\_\_\_

**Applicant must also sign attached Rules & Regulations. Power Box/Restroom keys must be returned or maintenance deposit will be forfeited.**

\_\_\_\_\_  
Signature of Lessee Date

### CITY HALL USE ONLY

Amount of Deposit to be refunded: \_\_\_\_\_ Park Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

# HENRY C. CHAMBERS WATERFRONT PARK RULES AND REGULATIONS

Ref. City of Beaufort Ordinance Sections 2-1007, 3-2001, 3-2002, 3-2003, 7-7002, 7-7006

1. Applicant(s) approved for use of the park will hereinafter be referred to as the "lessee".
2. **PRIORITY:** Programs sponsored by the City of Beaufort will have priority for use of the park.
3. **FEES:**
  - A. ***Maintenance Deposit:***

A maintenance deposit of \$175.00 will be required for every event. This deposit will be applied to the cost of cleanup and/or damage repairs deemed necessary. The Park Superintendent shall inspect the park after the event and determine whether any cleanup is required and the cost of repairing any damage.

All trash and ground litter generated by an event must be disposed of in the trash receptacles provided. Lessee may contract separately with the Public Works Department (525-7054) for maintenance services, if desired.

The lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven in or affixed in any manner to any portion of the park without the direct consent and under the supervision of the Park Superintendent. The lessee shall not paint, stain, or color any park equipment or alter the appearance of the park .

The lessee agrees to pay all costs over and above the amount of the maintenance deposit which may be required for repairing any and all damage to the park premises, equipment and furnishings, which result from misuse by the lessee. These additional costs must be paid within five (5) business days after the event.

**REFUND:** The deposit, or any portion thereof not used to pay for cleanup or damage to the park will be refunded to the lessee within ten (10) business days following the event.

**CANCELLATION:** The maintenance deposit may be refunded if notice of cancellation of the event is received no less than seven (7) days prior to the event and if the City has incurred no expenses in preparing for the event.

**FORFEITURE:** Any violation of the Waterfront Park rules will result in the forfeiture of the deposit.

- B. ***Rental Fees:***

When there is no charge for admission to an event, rental is \$50.00 per day for the entire park, excluding the Farmer's Market.

For any organized event which charges an admission fee or requests a donation for admission to the park, the fees are as follow:

- \$ 150.00 per day for the entire park, excluding the Farmer's Market
- \$ 30.00 per day for each grassy area (if not renting the entire park)
- \$ 55.00 per day for the pavilion
- \$ 15.00 per day for lighting (for the pavilion)

4. **GENERAL REGULATIONS:**

A. Permits and approvals:

For individuals or groups, reserved use of the park shall be on a first come, first served basis and authorized only by the City Manager. Other departments and agencies must be contacted and approval obtained for the following:

- 1) For both public and private events with anticipated crowds of 200 or more, **OR** where alcoholic beverages will be sold, served or consumed, lessee **must** contact both the Beaufort Police Department and the Beaufort Fire Department to develop plans for security and fire safety. **(See items 7 and 8)**
- 2) For any event where alcoholic beverages will be sold, lessee must also obtain City Council approval, a temporary license from the SC Department of Revenue and an insurance policy in the amount of \$500,000. **(See item 10 - Alcoholic Beverage Regulations)**
- 3) For public events where food will be cooked and/or served, lessee must contact the Department of Health & Environmental Control (DHEC) 525-7629 for approval. **(See item 9, Food Service Regulations)**
- 4) All equipment, vehicles, trailers, tents, food/beverage carts or trailers, temporary utility poles or other electrical equipment, generators, LP gas containers, etc. may be brought into the Park **ONLY** with the approval and supervision of the Parks Superintendent. The Parks Superintendent must determine the location of equipment and the necessity for temporary fencing. **(See item 6)**
- 5) Sales Tax: Vendors are required to have a South Carolina Retail License. Applications for a state retail license may be obtained from the SC Tax Commission (Charleston 843/852-3600 or Columbia 803/898-5000). Vendors who sell on a repetitive basis also need a City of Beaufort Business License (525-7025). All licenses must be publicly displayed.

B. Prohibitions:

- 1) Open Burning: **ALL** open burning is prohibited
- 2) Vehicles: It is unlawful to ride a bicycle, moped, motorbike, motorcycle or other motorized device upon the walkways, sidewalks, grounds or otherwise within the bounds of the park unless special permission is granted for events requiring such.
- 3) Fireworks: The use of fireworks shall be prohibited unless done by a public display operator in accordance with any and all applicable state, county or municipal laws. This operator shall be required to have a permit and approval of the fire official, as well as City Council approval, prior to the fireworks display.
- 4) Balloons: It is unlawful to possess balloons of any type for use, sale, demonstration, disbursement or release at City parks or on any City property.

5. **EQUIPMENT BROUGHT INTO PARK:**

A. Tents:

Permits are required for all tents in excess of 200 square feet or a canopy in excess of 400 square feet. Tents/canopies shall be flame retardant and have a label affixed to the tent or canopy. All tents and canopies shall be properly secured and anchored. The aggregate area of multiple tents or canopies placed side by side without a fire break clearance of 12 feet shall not exceed 70 square feet. A minimum clearance of twelve feet to structures and other tents or canopies shall be required. Permits are issued by the City of Beaufort Codes Enforcement Division (525-7040).

- B. Temporary Office Trailers:  
City Codes Enforcement personnel will inspect temporary trailers for conformity to Code requirements for handrails, guardrails, stair risers and uniform landings. Lessee must maintain required liability insurance and must comply with codes or take full responsibility for accidents which may occur due to nonconformity.
- C. Electrical Equipment:  
Lessee must contact the Parks Superintendent to identify temporary utility poles required for food servicing/vendors, concession stands, entertainment and other electrical needs, and must also contact SCE&G to apply for a meter. All electrical wiring shall meet national electric codes, and electric wires shall be properly secured or covered to prevent tripping. All electrical work shall be inspected by the building official and the fire official, and any items found in violation must be corrected by a licensed electrician. All electrical boxes must be elevated and protected from the elements. Upon presentation of proper identification, Codes Enforcement and Fire inspectors must be allowed access to any event to make inspections periodically or in response to complaints of unsafe electrical conditions. Should a potential life safety or health hazard be found, the lessee will either correct the problem immediately or secure the area until corrective action is taken. The use of portable emergency power generators is discouraged by the City of Beaufort Fire Department. If used, a temporary barrier must be placed around the generator with a minimum of six (6) feet clearance to the public. Storage of gasoline is not permitted at generator or in assembly areas. Approved gasoline containers must be stored off-site.
- D. Fencing:  
Fencing may be required for security purposes at the discretion of the Chief of Police. All fencing requirements and locations must be pre-approved by the Parks Superintendent who will conduct a walk through with the event organizer and fencing contractor at least two weeks prior to the event. All approved fencing shall be removed from the park within 24 hours after the event. There must be at least two (2) widely separated means of egress from the enclosure. If more than 3000 persons are to be accommodated, there shall be at least three (3) means of egress and at least four (4) exits if more than 6000 persons are to be accommodated. All means of egress shall be open for general traffic flow before and after the scheduled time of the event.

## 6. **SECURITY REGULATIONS**

### Security Contract:

For events with anticipated crowds of 200 or more or where alcoholic beverages will be sold, served or consumed, the organization holding the event must sign a security contract with the Beaufort Police Department before the park permit will be issued. The Chief of Police will be responsible for assuring the protection of persons and property during the event and will determine the number of police officers necessary to provide the required security. The lessee will be responsible for paying the City of Beaufort for police security at the Waterfront Park and the surrounding areas which are impacted by the event. The cost for police security will be determined by using the procedures in the City of Beaufort Extra Duty Contract policy. The Chief of Police, with the concurrence of the City Manager, may require police security for any event if he feels it is necessary for the protection of persons or property and in the best interest of the City of Beaufort. Security reimbursement may be required prior to the event.

## 7. **FIRE/RESCUE REGULATIONS:**

### A. Safety Plan:

If more than 200 people are expected to attend the event, the lessee must contact the Fire Department regarding a fire safety plan which provides a reasonable degree of safety for the attendees and members of the public who may be affected. This plan shall include emergency vehicle access, fire protection, emergency medical services, public assembly areas, vehicle parking, vendor locations, and the need for the presence of law enforcement officers, fire department personnel and EMS. Lessee or his representative shall be responsible for keeping the fire lane free of obstructions. Fire hydrants shall not be obstructed in any manner.

- B. LP Gas, Compressed gas cylinders, etc.:  
Any gas container, hose, regulator and related devices shall meet NFPA requirements. All compressed gas cylinders must be firmly secured to prevent falling or being knocked over.
- C. Fire Extinguishers:  
Any vendor or concession that utilizes any cooking, electric or heat-producing devices shall be equipped with a minimum size fire extinguisher of 2A-10BC type. Any and all deep fat frying operations shall have, as a minimum, a 40BC rated fire extinguisher. These extinguishers must be visible, accessible and mounted with a current inspection tag. Each vendor or concession that utilizes cooking shall be inspected before operation and shall also have DHEC approval.

8. **FOOD SERVICE REGULATIONS:**

- A. **Food & Beverage Concessions:**  
A lessee may provide food and beverage concessions, subject to the approval of the City Manager, and DHEC must also approve carts or equipment for maintaining food items. Glass containers are prohibited. Lessee will also be responsible for providing proper containers for the adequate collection and disposal of solid waste and ice from the food and beverage concessions.
- B. **Cooking Area:**  
All cooking areas shall be segregated from traffic flow by at least a four (4) foot barrier to prevent injuries. No cooking is allowed in or under a tent unless it meets flame-resistant requirements. Flame-retardant floor covering may be required under cooking area if deemed necessary by the Park Superintendent. Each vendor or concession that utilizes cooking shall be inspected before operation and shall also have DHEC approval.
- C. **Cooking and Heating Appliances:**  
All heating and cooking equipment shall be installed as specified in the mechanical code and shall be approved by the fire official and the building official. Unvented kerosene and gas heaters are prohibited in enclosed tents. Charcoal, ashes and ice shall not be dumped in park areas.

9. **ALCOHOLIC BEVERAGE REGULATIONS**

The following regulations apply to the sale and/or consumption of beer, wine or other alcoholic beverages in the park:

- A. Serving of alcoholic beverages at private parties must be authorized by permit of the City Manager and beverages must be delivered and removed by the lessee.
- B. "Brown Bagging", ice chests, thermos jugs, or any container not obtained or purchased during the event containing alcoholic beverages are not permitted in the park.
- C. In the park, beverages must be dispensed only in plastic, acrylic or paper cups.
- D. The sale of alcoholic beverages by individuals or groups must be authorized by the City Manager and approved by City Council. A temporary license from the SC Department of Revenue is required for the sale of beer, wine or alcoholic beverages. The designated area of the park and the hours for sale/consumption must be indicated, and the State permits must be posted at every dispensing point. Lessee must obtain a policy for General/Commercial Liability Insurance and

Liquor Liability in the amount of \$500,000 naming the City of Beaufort as co-insured. The lessee must provide a copy of the insurance policies to the City Manager's office prior to the event. If copies are not received the permit for the use of the park will not be issued. Contributions and donations are considered a sale, and will require a DOR license.

E. Hours for sale or consumption of alcoholic beverages must comply with all state and local laws.

**I have read and agree to abide by all of the rules and regulations for the Waterfront Park and any and all applicable state and local laws.**

Signature of Lessee \_\_\_\_\_

Date \_\_\_\_\_

# HENRY C. CHAMBERS WATERFRONT PARK

## APPLICANT CHECKLIST

Be sure to complete those items applicable to your event

### PRIOR TO EVENT

#### Reference: Section 3: Fees

- \_\_\_\_\_ Maintenance Deposit paid and application submitted to reserve park
- \_\_\_\_\_ Full payment of all fees made no later than two weeks prior to the event

#### Reference: Section 5: Equipment

- \_\_\_\_\_ Contact Park Superintendent (525-7054 or 525-6348) to discuss arrangements for event including approval for any equipment to be brought into park, temporary fencing and lighting requirements for pavilion or farmer's market areas. (Lighting outside these areas - call SCE&G at 525-7700 to make arrangements)
- \_\_\_\_\_ Contact Fire Department (525-7055) and Codes Enforcement (525-7040) to arrange inspections for electrical work, heating/cooking equipment, tents and approval for fencing.

#### Reference : Section 6: Security Regulations and Section 7: Fire/Rescue Regulations

*200 or more attendees expected*

- \_\_\_\_\_ Contact Lt. Cushman at the Beaufort Police Department (322-7918) regarding security contract
- \_\_\_\_\_ Contact Beaufort Fire Department (525-7055) regarding a safety plan

#### Reference: Section 8: Food Service Regulations

- \_\_\_\_\_ Contact South Carolina Department of Health and Environmental control (DHEC) (525-7629) for permit
- \_\_\_\_\_ Contact Parks Superintendent at 525-6348 or 525-7054 regarding temporary utility poles required for food service/concession stands.
- \_\_\_\_\_ Contact SCE&G at 525-7700 to apply for a meter for electrical equipment
- \_\_\_\_\_ Contact Fire Department (525-7055) and Codes Enforcement (525-7040) for approval of any heating and/or cooking equipment

#### Reference: Section 9: Alcoholic Beverage Regulations

*Alcohol served free of charge:*

- \_\_\_\_\_ Submit written request to the City Manager's Office for permission to serve alcohol at the Park (525-7045)
- \_\_\_\_\_ Security contract with the Beaufort Police Department (322-7918) to provide security. Verification of the security contract must be provided to the City before permission to rent the park will be granted.

*Alcohol sold:*

- \_\_\_\_\_ Submit written request to City Council to sell alcohol at the Waterfront Park. Contact City Clerk at 525-7045. City Council meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month and agenda items must be submitted to the City Clerk before noon on the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of the month in order to appear on the subsequent agenda.
- \_\_\_\_\_ Security contract with the Beaufort Police Department (322-7918) to provide security. Verification of the security contract must be provided to the City before permission to rent the park will be granted.
- \_\_\_\_\_ Contact SC Department of Revenue for a temporary license to sell alcohol (803/898-5864) or forms may be downloaded from [www.sctax.org](http://www.sctax.org)
- \_\_\_\_\_ Obtain \$500,000 liability insurance policy naming the City of Beaufort as the co-insured. A copy of the insurance policy must be provided to the City before permission to rent the park will be granted.

### FOLLOWING EVENT

- \_\_\_\_\_ All trash and litter must be removed from Park
- \_\_\_\_\_ Key(s) for power box and/or restrooms must be returned to the Parks Superintendent. If key(s) are not returned, deposit is forfeited.
- \_\_\_\_\_ Inspection of Park by Park Superintendent.