



TOWN OF BLUFFTON COMMUNITY EVENT APPLICATION PROCESS NARRATIVE

Community Events
1264 May River Road
Bluffton, SC 29910
843-706-4583
www.townofbluffton.sc.gov
communityevents@townofbluffton.com

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Community Events Application requirements for obtaining Community Event Permit approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Community Events or Noise Ordinance's. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	May Be Required
Prior to the filing of a Community Events Application, the Applicant is required to consult with the Community Events Coordinator at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the Community Events Process.	
Step 2. Community Event Application Submission	Required
Upon receiving input from Staff at the Application Meeting, the Applicant may submit a Community Events Application and required submittal materials where the Events Coordinator or designee will review the submission for completeness.	
Step 3. Application Review By The Community Events Team	
The Community Events team consists of members from the Police and Fire departments and may also include members of the Town of Bluffton dependent on the type of event application. The Team will review the application to determine what shall be required of the event holder and if police or fire will be necessary for the event. (meeting)	
Step 4. Submittal of Additional Required Documentation	
The event holder shall be required to submit a copy of their Certificate of Insurance which shall name the Town of Bluffton, 20 Bridge St., Bluffton SC 29910 as an additional insured (and certificate holder). If beer/wine is to be sold at the event a complete ABL 900 (and ABL 100) package must be submitted to the Community Events Coordinator or designee who will verify the document and then take it to the Chief of Police for a signature. All other documents that are required will be submitted during this step of the process.	
Step 5. Site visit may be required	May Be Required
Dependent on the type of event and the location where the event is to be held a sight inspection may be required. Staff may include Police, Fire and Town inspections officials to meet with the applicant and responsible agent of the event.	
Step 6. Final Documentation Submittal	Required
A copy of the One (1) Day Beer/Wine Event Permit issued by the South Carolina Department of Revenue shall be submitted to the Community Events Coordinator or designee no later than one (1) week prior to the event.	
Step 7. Community Events Permit Issued	Required
Once all required contracts, agreements, documents and permits (plus any fees paid to the Town of Bluffton) are present and following the final signs offs by the required members of the Community Events Team, the Community Events Permit will be issued.	
Step 8. After Action Meeting	May Be Required
Once the event has taken place it may be necessary for an After Action Meeting to take place to debrief and record both positives and negatives of the event for reference the following year.	



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COMMUNITY EVENTS APPLICATION**

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Community Event Applicant Info	
Applicant Name:	Organization:
Cell Phone:	Event Sponsor:
Mailing Address:	Home phone:
E-mail:	Town Business License #:
Event Information	
Event Name:	
Event Location:	Expected Attendance:
Event Date(s):	Event Time(s) start & finish:
Beer/Wine sold _____ or served _____	Admission Charge:
Total number of Vendors: _____	
Detailed Event Description (attach extra pages if necessary) including: food & beverages and other items sold or distributed approximate number of persons, animals and vehicles participating.	
All vendors participating in special events/community events must have a Town of Bluffton business license as per Town of Bluffton Municipal Ordinance 6-19.	
Minimum Requirements for Submittal	
<input type="checkbox"/> 1. One (1) copy of Site Plan diagram detailing event layout; identify on diagram where beer/wine station is to be set up for service. Submission of the race/run/walk route map shall be included in the package. <input type="checkbox"/> 2 Acknowledgement and demonstration of compliance with the Town of Bluffton regulations as detailed in the Community Events, Noise Ordinances and other ordinances and rules that may be applied. <input type="checkbox"/> 3. All information required on the completed Application Checklist. <input type="checkbox"/> 4. An Event Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.	
Note: A Pre-Application Meeting may be required prior to Application submittal.	
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approval of this Community Event Application	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the responsible party of this event. As applicable, I authorize the subject property to be posted and inspected.	
I acknowledge that I have received copies of the applicable ordinances and rules pertaining to the community event; including bullet points explaining important aspects which event holder shall be expected to comply _____ (initials)	
Applicant Signature:	Date:
Responsible Agent Signature:	Date:
For Office Use	
<i>Application Number:</i>	<i>Date Received:</i>
<i>Received By:</i>	<i>Date Approved:</i>



Town of Bluffton Community Events Application Checklist

Submit with Application	Post Meeting	Requirements
X		1. Certificate of Liability Insurance (COI) provided naming the Town of Bluffton, 20 Bridge St. Bluffton SC 29910 as an additional insured
	X	2. If beer/wine is to be sold or served with an admission fee charged, then a police contract must be signed; responsible agent agrees to pay fees based on number of officers needed for the event. A one day temporary beer/wine events permit shall be applied for 45 days before the date of the event (NOTE: no glass containers are permitted at events)
	X	3. In the event that street closures are necessary a police contract shall be signed and the number of officers will be determined by the police department.
X		4. If street closures are necessary; notify residents via letter or handout. (Provided by Police Department) <ul style="list-style-type: none"> a. Acquire written permissions from property owners for use of property where event is to be held
X		5. Acquire written permissions from HOA, POA for an event to use the area, or a walk, run or race through the area
X		6. Event holder must provide a copy of a Town of Bluffton Business License. <ul style="list-style-type: none"> a. It is the event holder's responsibility to collect a copy of the Town of Bluffton Business License for all vendors participating in the event and provide these to the Event Coordinator prior to the issuance of the events permit. b. The event holder and all participating vendors agree to abide by all Town of Bluffton Municipal Ordinances pertaining to events held in Town of Bluffton, which include but are not limited to: <p>For further information please visit: https://www.municode.com/library/sc/bluffton/codes/code_of_ordinances</p> <ul style="list-style-type: none"> Section 6-19 License required Section 12 Article III Noise Section 18 Offenses and Miscellaneous Provisions Section 22 Article I In General Section 22 Article II Unlawful acts Section 22 Article IV Special Events Ordinance <p>**All vendors at events must have Town of Bluffton business license in their possession during the event.</p>

		<p>g. Restroom facilities (IBC 1109.2(3) states “Wherever single user toilet rooms are clustered at a single location, at least 50 percent but not less than one room for each use at each cluster shall be accessible”)</p> <p>Event Holders are required to provide portable rest room facilities at the event unless it can be substantiated that the sufficient availability of both ADA accessible and not-accessible facilities in the immediate area of the event site which will be available to the general public during your event. The Town follows Beaufort County with the recommendations of one (1) portable toilet for every 250 people or portion thereof who attend your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time.</p> <p>The Town may determine the total number of required rest room facilities on a case-by-case basis.</p> <p>h. Signature of responsible agent required on diagram and maps i. If this is a Bike/Race/Run/Walk please note additional requirements j. Map with course outlined k. Chute location is indicated l. Plan for marking streets or route - signs, removable arrows or chalk permitted in Town limits. Note that removable/washable spray paint is not allowed within the Town limit</p>
X		9. A description shall be provided for Music - type: live, band, radio station, iPod, amplified or acoustic (ensure that the Town Noise Ordinance is adhered to)
X		10. In the event that shuttles will be used to transport event attendees please provide map of route and note location drop off sites
	X	11. The need for and description for use of electrical boxes on Calhoun St. No changes are to be made to the boxes without prior approval and scheduling of inspection.
	X	12. If event holder would like to use signs to advertise event. You may need a sign permit Contact the Town at 706-4522
	X	13. Barricades or Temporary fencing to be used
	X	14. It is the event holders responsibility to provide water if necessary and a confirmation letter will be provided to the Community Events department a. Potable or Non-Potable with water truck
	X	15. Provide list of names and cell phone numbers of all responsible agents to the Special Events department 2 weeks before the event. This list will be distributed to all employees on the Special Events Team that will be working the event.
	X	16. All contracts signed: a. Bluffton Police Department (if applicable) a. Bluffton Fire Department (if applicable)

Submit with Application	Post Meeting	Requirements
	X	<p>17. If road closures are necessary; you must notify in writing the - Bluffton Police Department. A diagram or map route with proposed road closures shall be included. If it is approved, the Community Events Coordinator shall communicate in writing with SCDOT (if applicable - Town Engineering Department and/or County Engineering Department) once it has been determined to be a state road (Town or County road) and provide the Police Department approval, with the request, map and any other documentation or permits needed. All approval letters and map shall be mailed to SCDOT. In the event the road is owned by the Town or the County the same steps shall be taken to acquire permissions.</p> <p>Documentation shall be provided to the Events Coordinator no later than one (1) month before the event. Event holder shall present the letter confirming DOT is aware of the event and agrees with the road closure was part of the final plan package.</p>
	X	<p>18. Event holder shall clean up after the event and ensure area is left in the condition it was before the event.</p>

By signing this application I acknowledge that all ordinances in the Town of Bluffton apply to this event. I have also been advised of where to find further information regarding these ordinances.

Signature of applicant

Date



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Dear _____ Street *Neighbor/Merchant*,

On _____ (*day, date*) _____ from _____ (beginning time) until _____ (end time) _____ Street will be closed for the annual _____ (*Event/Festival*).

The Bluffton Police will be closing the street to traffic beginning at _____ AM/PM on _____ *Day*.

We the _____ (*Organization Name*) ask that your cars be moved from the street before that time timely and safe set up for all.

On _____ (*day/date*) we have made arrangements for your vehicles to be to be parked at _____. On _____ night you will still have access to your driveways however, no street traffic will be allowed after _____ AM on _____ Morning.

If you have any questions please feel free to contact _____ (responsible agents name) at _____.

Sincerely,

(agent name and position)

(Organization)