



TOWN OF BLUFFTON
FACILITY RENTAL APPLICATION
Process Narrative

20 Bridge Street
 PO Box 386
 Bluffton, SC 29910
 843.706.4583
www.townofbluffton.sc.gov
events@townofbluffton.com

The following process narrative is intended to provide Applicants with an understanding of the respective application process, procedures, and Facility Rental Application requirements for rentals of Town of Bluffton facilities. 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 Municipal Ordinances, rules and/or regulations. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Reservation Request	Required
Applicant submits a reservation request through the Town of Bluffton website. Upon receipt, staff will confirm the facility’s availability for the requested date(s) and time(s), notify the applicant, and update the online calendar accordingly.	
Step 2. Facility Rental Application Submission	Required
Applicant shall submit a Facility Rental Application form, submittal items, and applicable fees.	
Step 3. Application Review by the Special Events Team	Required
The Special Events Coordinator and applicable team members review the application to determine if a concurrent Special Event Permit Application is necessary; any items which need to be addressed with the applicant, and/or any submittals necessary for approval.	
Step 4. Site Visit	Optional
The Special Events Coordinator will meet with the applicant on site to view the space and the rental process, rules, and regulations.	
Step 5. Execute Facility Rental Agreement & Payment of Fees	Required
Once the application is approved, the Applicant shall execute the Facility Rental Agreement and remit any remaining rental, security deposit, and/or cleaning fees. Final payment must be made 2 weeks prior to the event date or the Town has the right to cancel the event. If Vendor Fees are applicable, these must be remitted five (5) days prior to the rental date.	
Step 6. Pick-up Key(s) and/or Pass Card	Required
Key and/or Pass Card must be picked up from the Special Events Coordinator the day prior to the rental. If your rental falls on a weekend, pick-up must be on Friday before noon (12 p.m.)	
Step 7. Post-Rental Inspection	Required
Staff will conduct a post-rental inspection of the facility for cleanliness, damages, and/or violations of rules, regulations and/or ordinances to determine if return of any applicable fees and or levy of fines are applicable.	
Step 8. Process Refund	As Applicable
If applicable, staff will process a security deposit refund which will be forwarded via mail.	



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Applicant Information	
Applicant Name: _____	Organization Name: _____
Town of Bluffton Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, home address: _____	Sponsor Name: _____
Mailing Address: _____ _____	Town Business License #: _____
<b style="color: red;">IMPORTANT! <b style="color: red;">Security deposits will be mailed to this address!	Non-Profit 501 or 503 Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach supporting documentation verifying non-profit status [e.g. letter from IRS])</i>
Mobile Phone #: _____	Federal Tax ID #: _____
Alternate Phone #: _____	E-mail: _____
Function Information	
Function Name: _____	
Facility(s) Requested: <input type="checkbox"/> Oyster Factory Park - East of Wharf Street <input type="checkbox"/> Rotary Community Center <input type="checkbox"/> Oyster Factory Park - West of Wharf Street* <input type="checkbox"/> Field of Dreams at Oscar Frazier Park <input type="checkbox"/> Oyster Factory Park - East & West of Wharf Street <input type="checkbox"/> Buckwalter Place Park <input type="checkbox"/> Martin Family Park	
Set Up Date(s): _____	Set Up Start Time: _____
Function Start Date(s): _____	Function Start Time: _____
Function End Date: _____	Function End Time: _____
Breakdown Date(s): _____	Breakdown End Time: _____
Open to the Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fundraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, beneficiary: _____
Beer/Wine Sold: <input type="checkbox"/> Yes <input type="checkbox"/> No *Alcohol prohibited at Oyster Factory Park - West of Wharf St.	Beer/Wine Served: <input type="checkbox"/> Yes <input type="checkbox"/> No *Alcohol prohibited at Oyster Factory Park - West of Wharf St.
Music: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: Live: <input type="checkbox"/> Yes <input type="checkbox"/> No Acoustic: <input type="checkbox"/> Yes <input type="checkbox"/> No Recorded/DJ: <input type="checkbox"/> Yes <input type="checkbox"/> No Amplified: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____	Admission/Participation Charge(s) and/or Fee(s): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount(s): _____
Total Number of Vendors: _____	Expected Attendance: _____

Detailed function description providing: food & beverages and other items sold or distributed, approximate number of persons, animals and vehicles participating, entertainment, music, etc. (attach extra pages if necessary)

Empty rectangular box for detailed function description.

The Town reserves the right to require submittal of a Special Event Application and issuance of a Special Event Permit in concurrence with the Facility Rental Application.

Minimum Requirements for Submittal

1. One (1) copy of site plan, diagram and/or map detailing layout.
2. Acknowledgement and demonstration of compliance with the Town of Bluffton Municipal Ordinances, rules, and regulations.
3. All information required on the Application Checklist.
4. Applicable fees per the Town of Bluffton Master Fee Schedule.
5. Checks made payable to the Town of Bluffton.
6. List of vendors participating must be submitted 10 business days prior to Rental, if applicable.
7. Payment for each approved unlicensed vendor made 5 business days prior to Rental, if applicable.

Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approval of this Facility Rental 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 function. As applicable, I authorize the subject property to be posted and inspected.

I acknowledge by my signature below that I have read and understand all of the applicable ordinances and rules pertaining to the function and participating vendors; including important aspects which function holder shall be expected to comply.

Applicant Signature: _____ **Date:** _____

For Office Use

Application Number:

Date Received:

Received By:

Approved By:

Date:

Special Event Application Required: Yes No



**TOWN OF BLUFFTON
FACILITY RENTAL APPLICATION
Checklist**

Submit with Application	Prior to Rental Date	Requirements
		1. Certificate of Liability Insurance (COI) provided naming the Town of Bluffton, 20 Bridge St. Bluffton SC 29910 as an additional insured, if applicable.
		2. A contract with the Bluffton Police Department for the number officers deemed necessary may be required and an executed copy submitted, for certain situation which may include, but are not limited to: <ul style="list-style-type: none"> a. If beer/wine is to be sold or served and an admission fee charged. b. Street closure(s). c. Projected number of attendees.
		3. Sponsor must provide a copy of a Town of Bluffton Business License.
		a. It is the sponsor's responsibility to provide a list of all vendors participating in the event to the Event Coordinator ten (10) business days prior to the date of the rental.
		b. Sponsor must remit the fee for each non-exempt vendor five (5) days prior to the rental.
		4. Applicant shall apply for a one-day temporary beer/wine events permit 90 days before the date of the rental and provide a copy to the Town when issued.
		5. Site plan, diagram and/or map(s) signed by the applicant detailing the following and demonstrating compliance with applicable rules and regulations: <ul style="list-style-type: none"> a. Platform/Stage for performances; b. Beer & Wine Sales area(s); c. Cooking area(s); d. Vendor area(s); e. Tent/Canopy placement; f. Restroom facilities; and/or g. Barricades or Temporary fencing to be used.
		6. Copy of Tent Permit issued by the Town of Bluffton for tents over 400 square feet. Please contact Customer Service at (843) 706-4522 for additional information.
		7. Copy of the Sign Permit issued by the Town of Bluffton if signs are used to advertise and a permit is necessary. Please contact Customer Service at (843) 706-4522 for additional information.
		8. Other documents deemed necessary.



The Renter/Sponsor and all participating vendors agree to abide by all Town of Bluffton Municipal Ordinances, as amended, which include but are not limited to:

- Section 2 Article II Unlawful acts
- Section Chapter 6, Businesses and Business Regulations
- Section Chapter 12, Article III, Noise Control
- Chapter 13, Public Property
- Chapter 14, Fire Prevention
- Section Chapter 18, Offenses and Miscellaneous Provisions
- Chapter 20, Article IV, Littering
- Chapter 22, Article II, Unlawful Acts
- Section 22 Article I In General
- Section Chapter 22, Article IV, Special Events Ordinance

You may access the complete Town of Bluffton Municipal Ordinances through the following link:
https://www.municode.com/library/sc/bluffton/codes/code_of_ordinances

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

Applicant Signature

Date
