



TOWN OF BLUFFTON
SPECIAL EVENT PERMIT 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 Special Event Permit Application requirements for obtaining Special 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 Special 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 Special Event Permit Application, the Applicant is required to consult with the Special 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 Special Events Process.	
Step 2. Special Event Permit Application Submission	Required
Upon receiving input from Staff at the Application Meeting, the Applicant may submit a Special Event Permit Application and required submittal materials where the Events Coordinator or designee will review the submission for completeness.	
Step 3. Application Review by the Special Events Team	Required
The Special 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	Required
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 Special 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
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
<ol style="list-style-type: none"> 1. A copy of the One (1) Day Beer/Wine Event Permit issued by the South Carolina Department of Revenue shall be submitted to the Special Events Coordinator or designee no later than one (1) week prior to the event. 2. A list of all vendors participating in the Special Event shall be submitted to the Special Events Coordinator or designee no later than ten (10) business days prior to the event. 	
Step 7. Special Event 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 Special Events Team, the Special Event 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.	



TOWN OF BLUFFTON SPECIAL EVENT PERMIT APPLICATION

20 Bridge Street
PO Box 386
Bluffton, SC 29910
843-706-4583

www.townofbluffton.sc.gov
events@townofbluffton.com

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 #:
	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
<input type="checkbox"/> Oyster Factory Park - East & West of Wharf Street	<input type="checkbox"/> Other:
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	Beer/Wine Served: <input type="checkbox"/> Yes <input type="checkbox"/> No
Music: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply:	Admission/Participation Charge(s) and/or Fee(s): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount(s):
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:	
Total Number of Vendors:	Expected Attendance:

Detailed Event 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)

The Town reserves the right to require submittal of a Facility Rental Application in concurrence with the Special Event 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.
7. Payment for each approved unlicensed vendor made 5 business days prior to Rental.

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:

Responsible Agent Signature:

Date:

For Office Use

Application Number:

Date Received:

Received By:

Date Approved:

Facility Rental: Yes No



TOWN OF BLUFFTON
SPECIAL EVENT PERMIT APPLICATION
Checklist

20 Bridge Street
 Bluffton, SC 29910
 843-706-4583
www.townofbluffton.sc.gov
events@townofbluffton.com

Submit with Application	Post Meeting	Requirements
		1. Certificate of Liability Insurance (COI) provided naming the Town of Bluffton, 20 Bridge St. Bluffton SC 29910 as an additional insured
		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: 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. Applicant shall apply for a one day temporary beer/wine events permit 90 days before the date of the event and provide a copy to the Town when issued.
		4. Written permission from property owners for use of property where event is to be held.
		5. Written permission from HOA, POA for an event to use the area, or a walk, run or race through the area
		6. 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 5 days prior to the rental.
		7. Fireworks displays must be approved at least 30 days in advance by the Town Manager (or their designee) and the Office of the State Fire Marshall by issuance of a Commercial Outdoor Display Permit with copy to the Bluffton Township Fire District.
		8. Provide written notice to the Town requesting the road closure(s) detailing the dates and times requested for the event.
		9. Notification to area residents and businesses regarding upcoming street closures for the event must be provided 3 days prior to the event via letter or handout per the template provided by the Bluffton Police Department.
		10. 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.



TOWN OF BLUFFTON
SPECIAL EVENT PERMIT APPLICATION
CHECKLIST (continued)

20 Bridge Street
 Bluffton, SC 29910
 843-706-4583

www.townofbluffton.sc.gov
events@townofbluffton.com

Submit with Application	Post Meeting	Requirements
		<p>11. If there will be cooking and/or tents utilized at the facility, adherence the following is required prior to opening:</p> <ul style="list-style-type: none"> a. Cooking tents shall be separated by a minimum of 20 feet. b. At least one 2A:10B:C fire extinguisher which must have been serviced with in the past 12 months. c. If a fryer is present, at least one Class K fire extinguisher which must have been serviced with in the past 12 months. d. Non-collapsible metal tables for all cooking devices, including fryers and grills. e. Grills and fryers located so they vent outside tents. f. Cooking and serving devices, including grills, fryers, pizza servers, and warming trays, located away from and out of reach of patrons. g. Idle propane gas containers stored off site. h. Propane tanks shall be located outside and a minimum 10 feet away from tents and cooking devices. i. Propane gas containers must be secured. Chain, strapping or other approved device must be used (NOTE: Do not secure them to the tent). j. No more than one container of charcoal lighting fluid stored on-site. k. A safe and adequate means of egress (entrance/exit) for vendors and their employees (at least 32" wide).
		<p>12. The need for and description for use of electrical boxes. No changes are to be made to the boxes without prior approval and scheduling of inspection.</p>
		<p>13. 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.</p>



TOWN OF BLUFFTON
SPECIAL EVENT PERMIT APPLICATION
CHECKLIST (continued)

20 Bridge Street
 Bluffton, SC 29910
 843-706-4583

www.townofbluffton.sc.gov
events@townofbluffton.com

Submit with Application	Post Meeting	Requirements
		<p>14. Site plan, diagram and/or map(s) signed by the applicant detailing the following:</p> <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: <ul style="list-style-type: none"> • When placing 10 x 10 pop-up canopies, the aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total. • If tents are larger than 400 sq. ft. refer to tent requirements, note that a tent permit shall be required. For further information contact 843706-4522; permit applications must be submitted 10 days in advance of tent set up. • A 12 foot clearance shall be required when events take place on streets. f. Restroom facilities: <ul style="list-style-type: none"> • (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”) • 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. • The Town may determine the total number of required rest room facilities on a case-by-case basis. g. Barricades or temporary fencing to be used. h. Proposed road closures i. Map of Bike/Race/Run/Walk course, chute, 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) j. Map of Shuttle transportation route and drop-off sites



**TOWN OF BLUFFTON
SPECIAL EVENT PERMIT APPLICATION
CHECKLIST (continued)**

20 Bridge Street
Bluffton, SC 29910
843-706-4583
www.townofbluffton.sc.gov
events@townofbluffton.com

The Sponsor and all participating vendors agree to abide by all Town of Bluffton Municipal Ordinances, as amended, pertaining to events held in Town of Bluffton, 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: For further information please visit: 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 event. I have also been advised of where to find further information regarding these ordinances.

Signature of applicant

Date



TOWN OF BLUFFTON
SPECIAL EVENT PERMIT APPLICATION
Neighborhood Road Closure Template Letter

20 Bridge Street
Bluffton, SC 29910
843-706-4583
www.townofbluffton.sc.gov
events@townofbluffton.com

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 agent's name) at _____.

Sincerely,

(agent name and position)

(Organization)