



Town of McCormick - Events Application

Instructions for Completion

Definition/Purpose:

This events application covers events such as parades, festivals, or other type of public events, other than a demonstrations/protests, which is to be held in the Town of McCormick for the purpose of public participation; and also, to aid the group or organization in commemorating the event or occasion. The Town does not sponsor public or private events or occasions, and the sponsor of the event indemnifies the Town against any and all claims and liabilities.

Filing Date:

Filing must be a minimum of fifteen (15) working days prior to the event.

Fee:

There is no charge by the Town in the filing of an event application.

Procedure/Notes:

- Check with Town to ensure that the requested location, date, and time is see if there are any conflicts with other events.
- A one-day event Liability Insurance Policy is required. Town must have a copy; submit a copy to the Town prior to the event.
- If alcohol is to be sold/served, a copy of the ABL permit needs to be attached to this application; alcohol consumption must be contained within the building; no open containers in public.
- Throwing or tossing of candy and other items – it is recommended that event participants “hand” candy out to the public and not done by “throwing or tossing” to bystanders.
- Be sure of your route at the time you submit the application. After the permit is issued, the route cannot be change or altered, except for extenuating circumstances.
- If your event will include amplified sound, a Noise Permit may be required in addition to this Event Permit.

Approval:

If approved, a copy of the event permit will be mailed to you along with clearance from DOT for closing of streets, if applicable.

Documents will be sent to SCDOT for permission to close any streets along the event route. CSX Railroad will also be notified to hold trains during the times of the event. No crossing of the railroad will be permitted from the beginning to the end of the event route. Alternate entrance and exit routes must be established if the event is to be conducted in the area of Main Street. **Event cannot be held if DOT does not approve the road closure.**

Attachments to Application:

A detailed map showing the event route must be attached to this application; a Town Map is also attached to help in highlighting the event route.

Town Contact Person:

Michelle Chambers

Deputy Town Clerk/Treasurer

Events Coordinator

Phone: 864-852-2225

Email: chambersdct@yahoo.com

Restrictions on Open Carry During Certain Organized Events

This law will also provide local governments with the ability to restrict open carrying on public property during public protests, rallies, fairs, parades, festivals, or other organized events for which a permit is issued. Specifically, S.C. Code Ann. § 23-31-520 will state,

(A) Notwithstanding another provision of law, a governing body of a county, municipality, or political subdivision may temporarily restrict the otherwise lawful open carrying of a firearm on public property when a governing body issues a permit to allow a public protest, rally, fair, parade, festival, or other organized event. However, if a permit is not applied for and issued prior to an event as described in this subsection, a county, municipality, or political subdivision may not exercise the provisions of this subsection. A person or entity hosting a public protest, rally, fair, parade, festival, or other organized event must post signs at the event when open carrying is allowed or not allowed at the event.

(B) A governing body exercising the authority granted to it pursuant to this section must be specific in the area, duration, and manner in which the restriction is imposed and must provide prior notice of the restriction when feasible. In no event may the restriction extend beyond the beginning and conclusion of the event or beyond the location of the event. The duration of an event may not be scheduled for such a length of time as to frustrate the intent of this section.

(C) A county, municipality, or political subdivision may not confiscate a firearm or ammunition for a violation of this section unless incident to an otherwise lawful arrest.

As event coordinator I request Open Carry is _____.

Event Coordinator Signature: _____.

() Recommend Open Carry allowed () Recommend Open Carry Not Allowed () No Recommendation

Chief of Police: _____

() Open Carry Allowed () Open Carry Not Allowed () Not Exercised

Mayor: _____

Reason not recommends or not allowed:

ALCOHOLIC BEVERAGES

- A. Sale of ALCOHOLIC BEVERAGES without a permit from the South Carolina Department of Revenue, division of alcoholic beverages licensing, and written permission from the Town is prohibited.
- B. No person under the age of twenty-one (21) years shall possess or consume alcoholic beverages of any type. Any person suspected of being in violation of this section, and who fails to provide sufficient identification to prove otherwise, may, in addition to any other action taken, be evicted.
- C. No person who is of legal age to possess or consume alcoholic beverages shall sell, give, or in any way provide alcoholic beverages to a person under the age of twenty-one (21) years.
- D. No person under the influence of alcohol, narcotics, or any other drug, to the extent of being considered publicly intoxicated, shall enter or remain upon or with building.

Phone numbers that might be helpful.

ABL 803-989-5864 (Alcohol beverage licensing)

Application forms are available at <http://www.sctax.org>.

Town Ordinance

111.01 DRINKING IN CERTAIN PLACES PROHIBITED.

It shall be unlawful for any person within the corporate limits of the town to drink alcoholic liquors on the premises of any retail, wholesale, or manufacturing alcoholic liquor business or business establishment without an on premise license.

111.02 OPEN CONTAINERS PROHIBITED.

It shall be unlawful for any person or persons to possess an open container or to drink any spirituous, malt, vinous, fermented, brewed, or other type of beer or wine which contains alcohol, and is used as a beverage on any street, highway, park, parking lot, alleyway, or public place not lawfully licensed to sell such beverages or consumption on the premises.

111.03 DISCARDING OF CONTAINERS.

It shall be unlawful for any person to discard containers of such beverages upon the streets, roads, highways, alleyways, parks, parking lots, or other public place except in proper collection receptacles provided or upon any private property in any manner whatsoever.

111.04 PUBLIC INTOXICATION PROHIBITED.

It shall be unlawful for any person, while under the influence of intoxicants, to appear upon any or the streets, or alleys of the town or in any of the parks, cemeteries, buildings, or other public place of the town. It shall also be unlawful for any person, while in such condition, to appear or to be in or upon the grounds of any church, school, library, museum, theater, public auditorium, bus, taxi, or such other place or thing frequented or used generally by the public. It shall be likewise unlawful for a person, while in such condition, to enter or be in any dwelling or the business establishment of another except at the special invitation of the person lawfully in charge or in control of such dwelling or business establishment.

MCCORMICK PARADE/RUN AGREEMENT

PLEASE PRINT

- A. Name of person requesting permit: _____
Will this person be on site? _____ If not, who is the designated person to be in charge and responsible? _____
- B. Type of Event (Please Circle All that Apply)
5K Run Fun Run 10K Run Parade Walk Other _____
- C. Name of Event: _____
- D. Starting time of event: _____
- E. If the event is a run, will there be a Fun Run? _____
If Yes, what is the proposed starting time for the Fun Run? _____
- F. Will there be wheelchairs participating in the event? _____
If Yes, how many? _____ Starting time for wheelchairs: _____
- G. Will there be rollerbladers participating in the event? _____
If Yes, how many? _____ Starting time for rollerbladers: _____
- H. If this event is a run, the permit applicant should have a sufficient number of volunteers to have one at each turn.

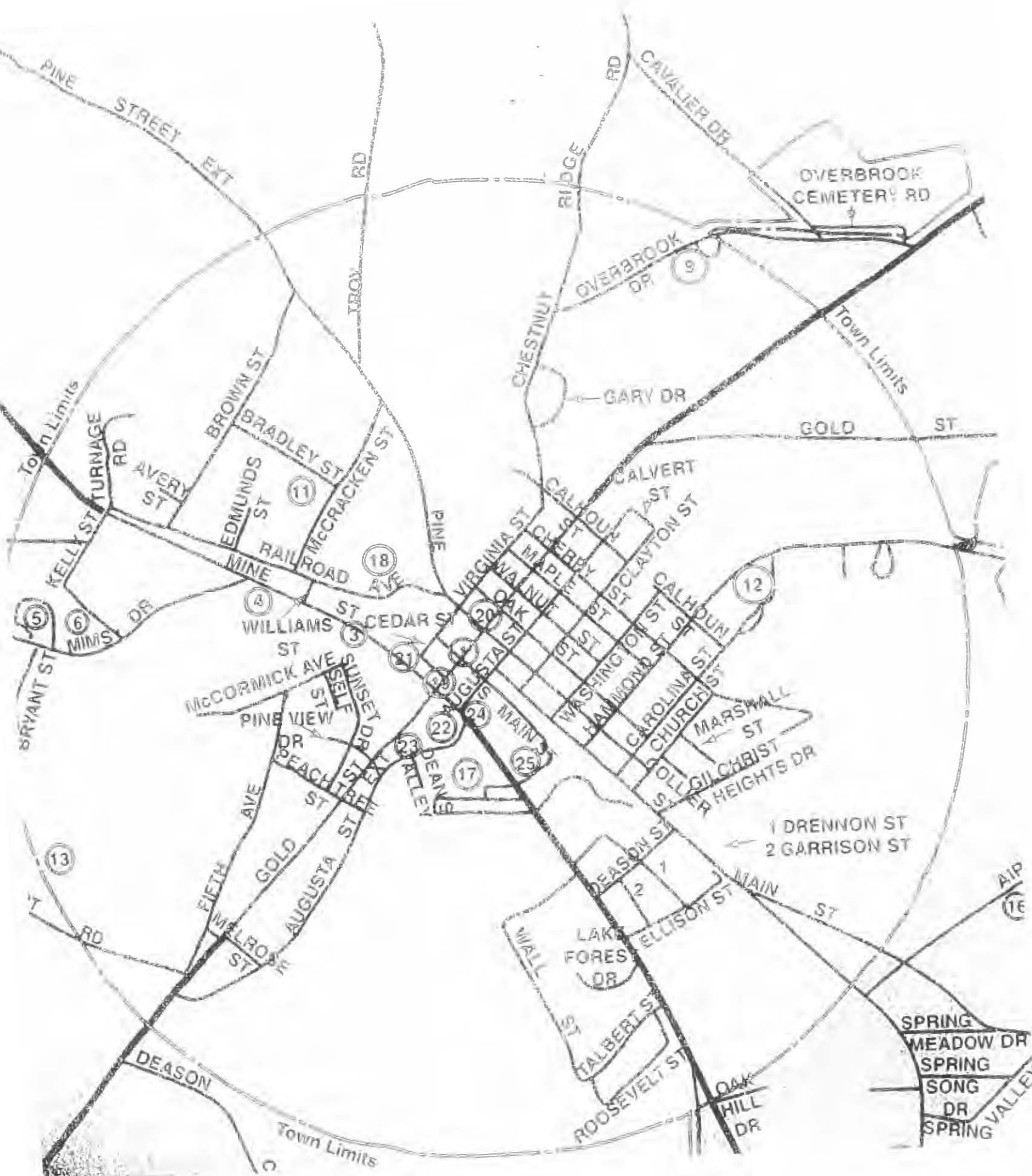
I understand and agree to strictly abide by the approved times and conditions of the permit and accompanying documents. I will cooperate with all requests made of me by the Town. I understand that failing to abide by the permit and accompany documents may result in the Police Department voiding the permit.

Signature: _____ Date: _____

MCCORMICK POLICE DEPARTMENT

SPECIAL EVENT PLAN

- I. Type of Event: _____
- II. Location of Event: _____
 - A. Anticipated Attendance: _____
 - B. Length of Event: _____
 - C. Date(s) of Event: _____
- III. Sponsoring Agency: _____
 - A. Address: _____
 - B. Telephone Contact: _____
- IV. Medical Direction Provided By: _____
- V. Emergency Medical Personnel: (Attach additional sheet to list names and qualifications of personnel) _____
- VI. Plot Plan: Attachment with description of facilities.
- VII. Deployment Map: Attachment with description of area of involvement.
- VIII. Describe Emergency Communications System: _____
- IX. Method of Announcing Notification for Location on Emergency: _____



Don't let it **rain** on your parade

With the holiday season gearing up, many communities are making final preparations for their annual holiday parades. Parades provide an opportunity to showcase the breadth of talent, diversity and unique appeal that comprise a community. They are joyous events and rarely result in liability claims, but when something unfortunate happens, these claims are normally very expensive.

Parade loss exposures are typically found in three areas: crowd control, motor vehicles and floats, and participant activities.

Municipalities that sponsor parades can significantly reduce the potential for parade-related liability claims by following several key steps that are not overly burdensome or time consuming.

General

Appoint a staff member as parade coordinator with the responsibility for providing the parade rules/guidelines to all parade applicants/participants and receiving written acknowledgement from the applicants/participants that they have received and agreed to the guidelines.

Motor vehicles and floats

- Require the owners of all vehicles and floats participating in the parade to have auto liability insurance as required by the State of South Carolina and to show all pre-designated drivers possess a valid driver's license.
- Require the owner to warrant that the vehicle is in sound mechanical condition with no known defects or safety concerns.
- Require drivers to maintain a distance of 50 feet from the preceding unit.
- Limit the speed of motorized vehicles to 10 mph.
- Require floats carrying people have restraint devices (seat belts) or secured handrails that riders must grasp at all times.
- Restrict float riders from riding on vehicle roofs or roof racks.
- Require that no one may step on or off a float or any motorized unit until it is at a complete stop.
- Float drivers and other participants must have rapid means of escape in an emergency.
- Limit the length, height and width of the floats to accommodate the route's street widths, turns, bridge clearances and overhanging branches.
- Require all decorative material be flame retardant.
- Require no flammable materials be carried on the float.
- Encourage all motorized floats to have an accessible fire extinguisher.

Crowd control/participant activities

- Do not allow smoking, consumption of alcoholic beverages or use of prohibited drugs on any float or in the parade staging area.
- Forbid the throwing of candies, toys, trinkets or other items into the crowd. Only allow entrants walking along the curb to hand out such items so as to prevent injury and children from running into the parade route.
- Require all animals in the parade be listed on the application, be in good health, and be able to cope with being around crowds and other animals. Require animals be under control at all times.
- Bar fireworks, starter pistols and cannons. Moderate the level of amplified sound effects and music, which can startle animals or drivers.

owned technology devices or personal devices connected to the employer's information system and/or network,

- no expectation of privacy, confidentiality or restricted access for data, including personal communications, created or stored on employer-owned technology devices or personal devices connected to the employer information system and/or network;
- the employer's right to monitor all employee usage of computer and telecommunications systems to ensure proper working order, appropriate use by employees, the security of employer data;
- the employer's right to retrieve the contents of any employee communication in these systems for any purpose deemed necessary by the employer, and
- the employer's right to make the final determination as to the appropriateness of the use of and/or content created or stored on company-owned technology or personal devices connected to the employer's information technology system.

As with any policy, an attorney should review the draft policy before implementing. This is especially true in the rapidly changing area of technology use policies and enforcement.

The Association's Risk Management Service's staff provides members of the SC Municipal Insurance and Risk Financing Fund with training and one-on-one assistance for developing and reviewing parade plans, documents and procedures. For more information about SCMIRF, visit www.masc.sc (keyword: SCMIRF).