



843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Rd.
James Island, SC 29412

**Special Event Permit
Planning Department**

Application Number: _____ Date: _____ Fee Paid: _____
Cash/Check #: _____

General Information

Name of Event: _____ Location: _____
Date and Time of Event: _____
Applicant Name: _____ Phone: _____ Email: _____
Mailing Address: _____

Description of Event

Please provide a brief description and purpose of the event:

Please check all components of the event:

- | | |
|--|---|
| <input type="checkbox"/> Live music | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Food vendors | <input type="checkbox"/> Amplified sound |
| <input type="checkbox"/> Admission fee | <input type="checkbox"/> Retail vendors |
| <input type="checkbox"/> Signs and banners | <input type="checkbox"/> Stage or bleachers |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Inflatables/jump castles |
| <input type="checkbox"/> Tents or canopies | <input type="checkbox"/> Other _____ |

Estimated Event Attendance: _____

***Please attach a site plan for the event and any other documentation per the Planning Department's request:**

_____ **Site Plan**

_____ **Letter of Coordination** from the following agencies: Sheriff's Dept, EMS, JIPSD Fire Department

FOR OFFICIAL USE ONLY

TMS #: _____

Received by: _____ Date: _____

Notes: _____



Town of James Island

Town Facilities Policy

Town Facilities:

Town Hall – 1122 Dills Bluff Rd.

Pinckney Park – 461 Fort Johnson Rd.

Dock Street Park – 749 Sprague St.

Complete and submit this form to apply for use of a Town facility or park.

Special Events at Town Facilities

1. Any event held at a Town Facility will require a Special Event Permit through the Planning Dept. The form can be obtained online here: [Special Events Permit](#). **Town-sponsored events are not required to obtain a Special Event Permit.**
2. There is a required \$25 fee for all Special Events Permits. Civic, Institutional and Non-Profit Organizations may be waived with proof of status (federal exempt identification number).
3. Group Organizers for a Special Event may be required to purchase a special event liability policy through a private insurance carrier depending on the function, size and/or use of alcohol.
4. Applications must be submitted thirty (30) days prior to the event.
5. Incomplete applications will not be considered. Completion and submittal of this application does not guarantee approval.

Special Considerations:

1. Please notify the Town Clerk Frances Simmons at Town Hall, (843) 795-4141 or email fsimmons@jamesislandsc.us if there is an event change, (time, date(s), location, route, etc.)
2. Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.
3. Tobacco use is not allowed at any Town Facility event.

4. Vehicles or cookers cannot be driven on grass or sidewalks at any Town facility.

Meeting Space at Town Hall Policy

1. Meeting space at the Town of James Island is available at no charge for use by groups of a size that do not exceed the established safe capacity of the meeting space they request to use. Meeting space is based on availability on a first come, first-served basis. Meeting space is limited to Town Council Chambers (139 capacity) and a Conference Room that seats 10-12 persons. Meeting space will not take precedence over Town meetings or functions. To schedule meeting space, contact Frances Simmons, (843) 795-4141 or forward Meeting Space Application to fsimmons@jamesislandsc.us
2. Groups that meet on a regular schedule will be permitted to reserve meeting space up to three (3) months in advance. Groups wishing to use a meeting room on a regular weekly or bi-weekly schedule must relinquish the use of the meeting room in the event of an unplanned Town related meeting or function. Any change or cancellation of a meeting must be reported to the Town as soon as possible.
3. Meeting space will not be made available for social gatherings (such as private parties, birthday parties, showers, or weddings) or for gaming purposes (such as bingo or card parties). Depending on the type of meeting, a special event liability policy through a private insurance carrier may be required.
4. The Town of James Island reserves the right to cancel your meeting space at any time, i.e., meetings, functions of the Town takes precedence.
5. The limited kitchen facility may be used for light refreshments.
6. Tobacco use is not allowed on Town premises.
7. All groups are expected to leave the meeting space clean and orderly. If a group damages the facility, payment for repairs will be the responsibility of the meeting organizer. All debris from meeting activities or refreshments served must be completely cleared away and discarded in trash receptacles. Town equipment (audio visual, microphones, etc.) may be used with prior approval.
8. A signed application/meeting room usage agreement must be on file with the Town of James Island prior to use of meeting room. Meeting rooms must be reserved by adults only. Youth organizations using the meeting rooms must have an adult sponsor present at all times.

9. The applicant must pick up a visitor pass to have access to the building (i.e., for a Saturday/Sunday meeting, the pass must be picked up on the Friday prior to 5:00 p.m.) and returned the next business day. A charge will be assessed for lost passes.

10. The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs.

Hold Harmless Clause

Permitter/organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, or injury, of whatever kind or nature to person or property directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permitter hereby expressly agrees to defend and save the Town of James Island harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, loss of damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omission of permittee or its officers, agents, and employees.

Acknowledgement: Signature(s) indicates that you have read, understand, and agree to the terms of this application, the Hold Harmless Clause, and event rules as described.

Signature/Date

Town of James Island/Date



Town of James Island

Town Hall Meeting Space Application/Agreement Form
1122 Dills Bluff Road, James Island, SC 29412

Council Chambers max 139: Large Conf. Rm max 12: Small Conf. max 6

Name of Group: _____

Contact: _____
Print Name Phone

Address: _____

Cell Phone: _____ Email: _____

Date(s) of Use: _____
Month Day Year

Purpose of Meeting (Additional Pages may be needed):

I have read the Use of Meeting Space Agreement Policy and agree to abide by all aspects of this policy. I understand that any misuse may result in our not being able to use facilities in the future.

Signature

Date

Please email completed form to: fsimmons@jamesislandsc.us for notification of availability.

Approved by: Town of James Island

Date