



843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dill's Bluff Road
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: _____

Contact / Applicant Name: _____ Phone: _____

Email: _____ Mailing Address: _____

Description of Event

Please provide a brief description and purpose of the event:

Estimated Event Attendance: _____

ARE YOU REQUESTING TO CLOSE A STREET FOR THIS EVENT? _____

PLEASE NOTE:

Starting October 1, 2024, the Town of James Island has implemented changes in permitting for Special Events that close roads. Applicants requesting road closures must contact the Charleston County Sheriff's Office to hire off-duty deputies to provide traffic control. At least 2 deputies will be required, and that number is subject to change depending on the number of attendees and specifics of the event.

Please go to [Sheriff's Office Off-Duty Employment Request | Charleston County, SC](#) for more information. You will be required to provide complete information, and the cost of the deputies are listed on the website. Hiring off-duty deputies will depend on manpower availability, so early notice of the event is required. Additionally, all holidays are subject to higher rates.

A RECEIPT THAT YOU HAVE OBTAINED THE DEPUTIES IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION. IF A REQUEST REQUIRES A STREET CLOSURE AND YOU HAVE NOT HIRED DEPUTIES, THE STREET WILL NOT BE ALLOWD TO BE CLOSED. ONLY TWO STREET CLOSURES ARE ALLOWED PER STREET, PER YEAR.

Please check all components of the event:

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

Describe your parking plan: _____

Describe your advertising plan:

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

FOR OFFICIAL USE ONLY

TMS #: _____

Received by: _____ Date: _____

Notes: _____

Mayor Approval: _____

Date: _____

Deputy Approval: _____

Date: _____



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.

Brantley Park - 1708 Brantley Dr.

The Town of James Island is pleased to offer space to accommodate groups and community organizations who may need and/or desire meeting space to the extent possible in a fair and equitable manner and in a way that does not disrupt Town of James Island government operations or services. Use of Town facilities is subject to the policies stated herein, and subject to approval. The Town of James Island reserves the right to deny applications for use of Town facilities. 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. Fees may be waived for qualified civic, institutional and non-profit organizations if current proof of status (federal exempt identification number) is provided.
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.

Incomplete applications will not be considered. Completion and submittal of this application does not guarantee approval. If approved, the meeting organizer will receive formal notification of approval from Town staff.

Special Considerations:

1. Please notify Jackie Mays at Town Hall, (843) 795-4141 or email jmays@jamesislandsc.us if there is an event change, (time, date(s), location, route, etc.) Inaccurate and/or deviation from approved activities may result in immediate revocation of the permit and use of the facility will not continue.
2. Smoking is not allowed at any Town Facility event.
3. 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 and is made available for civic, educational, and community events and meetings, subject to approval by the Town Administrator, unless otherwise stated in this policy. The Town Administrator may make determinations as to the appropriateness of the proposed use of the facility and may approve or deny use of meeting space at Town Hall based on this determination.
2. Meeting space is limited to Town Council Chambers (139 capacity) and a Conference Room that seats 10-12 persons. Alternative spaces may be available upon request, subject to approval of the Town Administrator (i.e., screened porch, front lobby, front lawn, etc.). Meeting space will not take precedence over Town meetings or functions.
3. Groups that meet on a regular schedule will be permitted to reserve meeting space up to three (3) months in advance; applications must be resubmitted after each three (3) month term and are subject to the requirements stated in this policy. Groups wishing to use a meeting room on a regular weekly or bi-weekly schedule shall gain approval of the Town Council at the next available Town Council meeting. Temporary approval may be granted by the Town Administrator, if deemed appropriate, for meetings scheduled to take place during the period between application submittal and the next available Town Council meeting. If granted approval, regularly scheduled meetings 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.
4. 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.

No smoking is allowed on Town premises.

5. All groups are expected to leave the meeting space clean and orderly. Payment for repairs and/or extensive cleaning required as a result of the facility usage 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.
6. A signed and approved facilities use application must be on file with the Town of James Island prior to use of [the 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.
7. The applicant must pick up a visitor pass to have access to the building and shall pick up the pass during business hours at an agreed upon time between the meeting organizer and Town staff-and the pass must returned the next business day. Lost pass holders shall pay a \$20 fee to the Town to replace the pass, due on the next business day after the meeting/event date.
8. The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs. Any advertisement of a scheduled meeting or event must include a disclaimer stating such. If approval is not gained from the Town Administrator prior to making claims of endorsement, the facilities use agreement may be terminated and the meeting or event canceled.
9. Any additional requirements of the meeting organizer may be added to this facilities use policy and stated in the space provided on the last page.

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.

Additional Requirements may be listed here:

Signature/Date

Town of James Island/Date

Revised: 5/23/24 jm



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

Town of James Island
James Island Arts and Cultural Center

FACILITY USE AGREEMENT

The Town of James Island is pleased to offer space in the James Island Arts and Cultural Center (JIACC) located at 1248 Camp Road for non-profit activities, groups, and community organizations. Rental of the JIACC is subject to the policies stated herein and the approval by the Development Director for the JIACC. Inaccurate information on this application and/or deviation from the approved activities may result in immediate termination of the use of the facility and being banned from future rentals. Please complete this form and return to: Caroline Self, 1248 Camp Rd., James Island, or via email to cself@jamesislandsc.us.

This AGREEMENT is made and entered into on _____ between the Town of James Island, SC (the "Lessor" or "Town") and _____ (the "Lessee" or "Renter").

The Lessor agrees to rent the property known as the James Island Arts and Cultural Center ("JIACC") located at 1248 Camp Road in James Island, SC, to the Lessee on the date/s of _____, from the hours of _____, for the total amount of \$_____ ("Facility Rental Fee"), with a security deposit in the amount of \$_____ (refundable after rental) and subject to the adherence to the attached "FACILITY USE POLICIES" document and the following terms and special conditions:

Special Considerations for this Facility:

- #1 The rental fee for the JIACC is \$ 150.00 for a four (4) hour period. Civic or non-profit use rental fees may be waived upon Town approval.
- #2 All Lessees must be twenty-one (21) years of age.
- #3 There is a maximum of 60 people permitted inside the JIACC. This is the maximum number of people and other health and safety restrictions may reduce this number.
- #4 Special precautions should be taken in all areas, but especially around the art in the facility.
- #5 All groups, classes, or programs are expected to leave the space clean and orderly. All mess, debris, and supplies from activities or refreshments must be completely cleared and discarded in trash receptacles and tables and floors must be cleaned.
- #6 Use of the meeting space is limited to non-profit groups and community organizations. All use must be approved by the Development Director for the JIACC.

Hold Harmless Clause:

The user/teacher/organizer shall hereby assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages or injury of any kind or nature to person or property directly or indirectly arising out of or in connection with the permitted activity or the conduct of the user's/teacher's/organizer's operation.

The user/teacher/organizer hereby expressly agrees to defend and save the Town of James Island and the James Island Arts and Cultural Center 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 or out of connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omission of user/teacher/organizer or their officers, agents, employees, or students.

Acknowledgement:

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

Lessor Signature and phone #

Date

Development Director for JIACC

Date

TOWN OF JAMES ISLAND FACILITY USE POLICIES FOR ALL FACILITIES:

- A. Any non-Town sponsored event held at a Town facility may be required to obtain a Special Event Permit through the Planning Department. Potential Lessees and event organizers should consult the Town Zoning and Land Development Regulations and contact the Planning Department thirty (30) days prior to the event.
- B. Lessee may be required to obtain a special event liability insurance policy naming the Town of James Island as an additional insured.
- C. Lessee will provide full contact information for themselves and a responsible individual for the day of the event if this is not the Lessee (e.g. event planner, relative, etc.).
- D. The Town reserves the right to require contracted security as it deems necessary. All fees associated with security services will be paid for by the Lessee in addition to the facility rental fee.
- E. The Town reserves the right to cancel your rental or meeting space at any time. Meetings and functions of the Town take precedence over rental events.
- F. No alcohol is allowed on Town property.
- G. No smoking is allowed on Town property.
- H. No firearms are allowed to be discharged on Town property.
- I. Music must be kept at reasonable levels to not disrupt neighboring residents, visitors, or businesses. Amplified sound is not allowed under any circumstances.
- J. The use of paste, glue, nails, tacks, staples, tape, or any other item that may mark walls, signs, windows, beams, floors, ceilings, doors, chairs, tables, screens, etc. may not be used to decorate.
- K. The use of glitter, balloons, or confetti is prohibited.
- L. Vehicles must park in designated parking areas only. Driving up to the facility on the yard or grass to load or unload is not permitted.
- M. Lessee, renters, and users of Town facilities are responsible for any damage to, or loss of, the general facilities, fixtures, equipment, and grounds during the term of the lease. The Town reserves the right to deduct any costs for damage, replacement, or unusual clean-up from the Lessee's security deposit.
- N. Any violation of the above policies, or of the Special Considerations indicated on the Facility Use Agreement for each Town facility, may result in immediate termination of the use of the facility and being prohibited from consideration of future rentals of any Town facility.

Signature(s) below indicate that you have read, understand, and agree to the above policies.

Lessor Signature

Date