



TOWN OF WILLISTON

Brett Williams, Mayor
Kayla Jerkins, Town Clerk
Michael L. Beasley, Town Administrator
Thomas Boulware, Town Attorney

P.O. BOX 414, Williston, South Carolina, 29853
Telephone 803-266-7015
Fax 803-266-4644
WEB: www.williston-sc.com

For Office Use Only
Permit Application

- Approve
 Disapproved
 Charges required in the amount of _____

Town Administrator's
Initial's _____

EVENT PERMIT FORM APPLICATION

It is not allowed for any person to hold, manage, conduct, aid, participate in, form, start or carry on any parade, public meeting or assembly, in or upon any public street, park or other public grounds in the city unless and until a permit to conduct such meeting, assembly, parade has been obtained. A special event application is also required for events held on private property within the city that may expect a large crowd, impact on the neighborhood and/ or city services, or require other permits such as zoning, signage, etc./ Charges may apply to each application. The Town of Williston is at its discretion, may choose to waive any fees and charges for special events held by Bonafede, non-profit organizations.

APPLICATION FOR PERMIT MUST BE FILED NOT LESS THAN 30 DAYS IN ADVANCE OF THE PROPOSED ACTIVITY.

Name of the event: _____

Name of the permit holder: _____

Address of the permit holder: _____

Telephone number of the permit holder: _____

Email Address of the permit holder: _____

Are you conducting the activity on behalf of an organization? Yes No

Is your organization a nonprofit 501 (c) (3) organization? Yes No

Name of organization: _____



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Address of organization: _____

Telephone number of organization: _____

What is the purpose of the activity? _____

What are the proposed dates for the activity? _____

What are the proposed times of the activity? _____

What are the plans for the event? _____

What is the location or route of the activity? (Attach any necessary route maps. Parade route must be attached)

List any streets which may need to be closed, including specific dates and times of closing and re-opening:

What is the approximate number of participants? _____

What is the approximate number of vendors? _____

BUSINESS LICENSE REQUIREMENTS: ANY vendors at this event who do not have a 501 (c) (3) nonprofit status are required to purchase a business license.

Will there be any vehicles, watercraft, equipment, or animals used for this event?

Yes No

If yes, please explain:

Are you requesting any road blockades? (Charges may apply) Yes No

If yes, attach a map showing the locations of any road blockades.

Are you requesting any police assistance? (Charges may apply) Yes No

Are you requesting to set up tents or temporary structures? (Charges may apply)



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Yes No

If yes, please attach a drawing showing the locations and sizes of all auxiliary structures.

Are you requesting any fire/ medical standby assistance? (Charges may apply) Yes No

Will supplementary utility services such as water and/ or power be used in addition to what is available in the area? Yes No

If yes, describe in detail the specific utilities and location. Any additional utilities must be provided by the applicant. _____

Have you requested or obtained a permit from any other jurisdiction (city or county) within which the activity shall commence, terminate, or occur in part? Yes No

How do you plan to remove garbage? _____

Will existing restroom facilities be adequate? Yes No

If not, describe plans to augment available sanitary facilities:

Please include any additional information that may be useful:

Does any of the following apply to the proposed activity: Fireworks Display Live Band
 Band Loudspeakers Other: _____

PROPERTY OWNER PERMISSION LETTER

I (we), being the property owner of _____ (address),
give permission for _____ to hold a special event on
my/our property.

Date

Signature



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Witness Address

Printed Witness Name Telephone Number

INSURANCE REQUIRMENTS FOR SPECIAL EVENTS HELD ON CITY PROPERTY

The event must maintain general liability instance. The Town of Williston shall be named as an additional insurer on the policy with respect to claims arising from the use of property owned or operated by the town and the issuing of the permit by the town. The applicant shall submit a Certificate of Insurance verifying the following minimum coverage and specifically identifying the Town of Willison as an additional insurer. **Your permit will not be issued if the Certificate of Insurance has not been received five (5) business days prior to the event. The Town of Williston must be listed as the "Certificate Holder" on the Certificate of Insurance.**

Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000

.....
Application Completed by: Contact No.: Date:

Special events permits are granted in accordance with the Town of Williston's Code of Ordinances and in no way imply assumption of liability by the Town of Williston. Your organization is fully responsible for complying with all applicable laws and safety procedures. A permit does not authorize you to enter upon private property or to, in any way, hinder or obstruct pedestrian or vehicular traffic. The Town of Williston reserves the right to modify the conditions of this permit or to cancel it entirely if it is deemed appropriate.



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Please return completed permit application to:

Town of Williston
Attn: Kayla Jerkins
P.O. 414
Williston, SC 29853

Or

in person at the Town of Williston's Town Hall

Or

Through email

kjerkins@williston-sc.com



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FOR OFFICE USE ONLY

Police Department

Recommend approval Recommend disapproval

Police Chief

Date

Fees or charges associated with this event:

Special Conditions/ Comments:

If applicable:

Police Officer Staff Count: _____ \$40.00/ hour per officer

Fire Department

Recommend approval Recommend disapproval

Fire Chief

Date

Fees or charges associated with this event:

Special Conditions/ Comments:

If applicable:

Fire Department Staff Count: _____



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Public Works/ Maintenance Department

Recommend approval Recommend disapproval

Public Works Director

Date

Fees or charges associated with this event:

Special Conditions/ Comments:

If applicable:

Public Works Department Staff Count: _____

Parks and Recreation

Recommend approval Recommend disapproval

Recreation Director

Date

Fees or charges associated with this event:

Special Conditions/ Comments:

If applicable:



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Recreation Department Staff Count: _____

License(s) obtained for _____ vendor(s) License(s) not required

(List Vendors)



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RELEASE AND INDEMNIFICATION AGREEMENT

Town of Williston

THIS RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT. THE SPECIAL EVENTS HOLDER MUST READ AND CAREFULLY BEFORE SIGNING

In consideration for being permitted to engage in the following special event on Town of Williston's property:

Special Event Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that activities associated with the above-described special event are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or to third parties. We further acknowledge that such risks may include but are not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others.

_____ (Special Event Holder initial here)

B. If required by this paragraph, we agree to require each participant in our special event to execute a release and indemnification agreement for ourselves and for Town of Williston on a form approved by the Town of Williston.

_____ (Special Event Holder initial here)

C. We agree to procure, keep in force, and pay for special event insurance coverage, from insurance acceptable to the Town of Williston, for the duration of the above referenced event.

_____ (Special Event Holder initial here)

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party,



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arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Williston, its officers, its employees, or by any other cause.

_____ (Special Event Holder initial here)

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further

hereby exempt, release, and discharge the Town of Williston, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Williston, its officers, its employees, or by any other cause.

_____ (Special Event Holder initial here)

F. We further agree to defend, indemnify and hold harmless the Town of Williston, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third-party claim asserted against the Town of Williston, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the Town of Williston, its officers, its employees, or by any other cause.

_____ (Special Event Holder initial here)

G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said agreement extends to all acts, omissions, negligence, or other fault of the Town of Williston, its officers, and/or its employees, and that said agreement is intended to be as broad and inclusive as is permitted by the laws of the State of South Carolina. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.



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_____ (Special Event Holder initial here)

H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of South Carolina, and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

_____ (Special Event Holder initial here)

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees.

_____ (Special Event Holder initial here)

IN WITNESS THEREOF, this RELEASE AND INDEMNIFICATION AGREEMENT is executed by the Special Event Holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Event Holder hereto.

PRINTED NAME OF SPECIAL EVENT PERMIT HOLDER:

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____



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FACILITY USE AGREEMENT AND RELEASE/INDEMNIFICATION

Town of Williston

A. In consideration for being permitted to use the facilities of the Town of Williston,

(hereinafter "Applicant") agrees to indemnify and hold harmless, Town of Williston its officers, employees, insurers, and SCMIT/SCMIRF Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Williston, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the Town of Williston may require reimbursement for the full amount of such damage, loss, or injury and all costs associated therewith upon billing by Town of Williston.

C. In addition, in consideration for being permitting to use the facilities, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the Town of Williston, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Williston, its officers, its employees, or from any other cause whatsoever.

NAME OF PERSON/ORGANIZATION



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SIGNATURE OF PERSON/ORGANIZATION REPRESENTATIVE

DATE



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Special Event Permit Checklist

____ Submit Special Event Permit Application to the Town of Williston for review and approval no less than thirty (30) days in advance for parades/processions. All other applications must be submitted a minimum of thirty (30) days in advance of the requested event date. All applicable attachments and fees must be included with your Special Event Permit Application before the Town begins the review process. All applications must include:

____ Proposed Site Plan (map should include the location of all toilets, hand wash stations and garbage receptacles)

____ Proposed Schedule of Events (Schedule should include the proposed drop-off and pick-up times of all rental equipment including toilets, hand wash stations and garbage receptacles).

____ If the event is on property not owned by the Event Host or the Town of Williston's proof of consent from the property owner must be included.

The following items must be submitted to the Town of Williston no later than one (5) business days prior to the event, failure to do so will result in the redaction of the special event permit.

The Event Permit Holder is solely responsible for obtaining all the following (applicable) licenses and permits and must submit copies to the Town of Williston no later than one (5) business days prior to the event.

____ SC Dept. of Revenue Retail License

____ Town of Williston Business License

____ SC DHEC Food Service Permit

____ SC Dept. of Labor, Licensing & Regulations Commercial Outdoor Display Permit

____ Liability Insurance with the Town of Williston as also insured.

____ Event organizers must provide the Town of Williston Business License Office with a detailed list of all vendors no later than five (5) business days prior to the event.



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Town of Williston Special Event Policy

Effective September 16, 2024

Introduction

The Town of Williston's Special Event Policy is designed to standardize events held on town property or sponsored by the Town with the safety and health of the participants, the protection of public property, internal controls over town funds, minimization of potential liability, and the impact on non-participating citizens considered.

The Town of Williston is committed to ensuring that all events within the Town limits are appropriately governed by rules, regulations, and ordinances, and do not violate federal, state, or local laws or regulations or safety codes. It is the responsibility of the organizer to ensure these guidelines are followed.

Guidelines for Town Sponsored Events

The chairperson for the Town sponsored event is responsible for ensuring compliance with the Town of Williston's Special Event Policy. The code enforcer is responsible for ensuring policy compliance and communicates policy terms to committee members and vendors.

- 1.** Annually, income and expenses for a Town sponsored special event are approved as part of the annual budget process. The administrator makes a presentation outlining line-item income and expense totals (INCLUDING ANY APPLICABLE ADDITIONAL LIABILITY INSURANCE THAT MAY BE REQUIRED) during a Town Council workshop. The prior year income and expense totals have no effect on approved income and expense totals for the subject budget year.
- 2.** Event expenses should be paid directly by the Town where feasible. Expenses can also be reimbursed by submitting documentation to the Town Treasurer. All expenses should be submitted for reimbursement within 45 days of the event's conclusion.
- 3.** Revenues which flow as income to the Town should be provided for deposit to the Town monthly or within no more than 10 days of the event's conclusion if paid by cash or check. Revenues can be paid directly through the Town's electronic payment system.
- 4.** All SAFETY regulations and federal, state, and local laws, rules, and regulations should (must or shall) be followed.



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Overview-Non-Town Sponsored Events

Individuals, organizations, and agencies wishing to conduct public gatherings on Town property, roadways, and public rights of way must obtain approval in advance from the Town of Williston.

The Administrative Staff and/or Zoning Administrator will review the event application for compliance with Town guidelines with the input of Town Council as needed. If approved, the Town will issue a Memorandum of Understanding (MOU)/Special Events Permit outlining the responsibilities of all involved parties.

- NOTE: No Special Event application or permit is required for events held on private property, unless it involves the closing of streets or the need for Town services or activities on public right of way.

Event Criteria

All approved events will be categorized depending on the need for exclusive use of an area, size of the event, impact of the event on citizens, businesses, non-offensiveness and other variables. Organizers of all events being held at Town facilities must contact appropriate Town staff to arrange for facility rental prior to submitting special event permit application. Town sponsored events will take priority in the use of any Town property or public rights of way. Events which have been held the previous year take priority over newer applicants for the same time and location. This right is revoked if the established event previously failed to comply with guidelines set forth in the Special Event Policy and/or Memorandum of Understanding. Items considered in the review process include, but are not limited to:

- General risk to health, safety and welfare to the participants in the event and to the citizens of the Town of Williston
- Compliance with applicable city, state and federal laws
- Whether the event supports the Town's strategic goals and public purpose objectives
- Nature of the event, and how it will serve the community of the Town of Williston
- Whether the event is not of a controversial nature and will generate positive vs. negative media exposure for the community
- Impact of event on neighboring residents and properties



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- Impact and/or cost of the event on Town property, support services and holiday schedules
- Compatibility of event with requested location
- Dates and times during which the event will occur
- Number of participants
- Parking availability
- Adequacy of adult supervision for minors
- Frequency of the event or similar event(s)
- Past compliance with Special Event Policy and/or Memorandum of Understanding

There may be other factors taken into consideration in determining whether the event is appropriate for the Town of Williston.

- Law Enforcement Coordination with Barnwell County Sheriff's Department
- Applicants for a non-Town sponsored event may be required to coordinate with the Sheriff's Department Staff.

NOTE: Failure to submit a Special Event Application in the specified time frame prior to the event may result in the event application being denied by the Town of Williston

- **Neighborhood Block Party**

A Neighborhood Block Party is an outdoor public party organized by the residents of a neighborhood using sidewalks/streets requiring no city services. A Neighborhood Block Party does not require the completion of the full special events application.

Town Facilities

Event coordinators requesting to hold events at Town of Williston's facilities should contact Town Hall for reservations for those facilities. Events held must follow all facility guidelines as well as those guidelines and regulations set forth in the Town of Williston's Special Events Policy. These guidelines may restrict available time for some events and prohibit some events entirely.

Special Event Approval Process- Non-Town Sponsored Events

To quickly and efficiently review each Special Event request submitted for approval, the Town has developed the following special events approval process.



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Step 1: Submit Special Event Application

The event organizer of a special event submits the Special Event Application to Town Hall, detailing the event and specific needs. Depending on the type of event, more detail will be required as outlined in the application.

Step 2: Application Review

Completed Special Event Applications are reviewed by Administrative Staff and/or the Zoning Administrator and may be subject to review and approval by the Town Council. During the review process, the event organizer may be contacted to discuss any questions and/or changes that may arise to complete the review process in a timely manner

Step 3: Event Memorandum of Understanding (MOU)

Upon approval of the event, a written MOU may be drafted to set the terms and conditions under which the event will be allowed to operate. The MOU will be delivered to the applicant and a signed copy of the MOU, along with other pending documents, must be returned to Town Hall within five (5) business days of initial receipt. Delays in providing these items may result in a delay in

the review process and could affect eventual approval. The final signed Memorandum of Understanding will serve as the Special Event Permit.

Guidelines and Considerations

1. To ensure the protection of the Town of Williston, its businesses, and citizens, the Town of Williston may refuse an application, or require alterations to an approved application.
2. Event times may be changed at the sole discretion of the Town due to weather, infrastructure requirements, and repair to utilities, participant behavior, and other considerations of safety for persons, property and good public order. For the same reasons, approval may require additional conditions, dates, locations, and time limitations.



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3. Except as provided by law, the Town of Williston and South Carolina Department of Transportation is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events.
4. If blocking a street is necessary, the event coordinator event must provide public notification to businesses and residents directly affected by the event no less than ten (10) business days before the event. (All Events – Town Sponsored and Non-Town Sponsored)
5. Any misrepresentation in an application submitted to the Town of Williston or deviation from the final terms and conditions described on the application or on the Memorandum of Understanding may result in immediate revocation of approval or closure of event.
6. If you are given approval by the Town for your event, you will be subject to all Town, State, and Federal laws and regulations as they apply to the event. Failure to comply will result in revocation of approval or closure of event.
7. All events comply with all South Carolina taxing requirements, the SCDHEC food safety regulations, SC Cottage Food Law (amended May 2022), and other federal, state and local laws and regulations. These compliance Standards must be communicated to all vendors by the event coordinator. (All Events – Town Sponsored and Non-Town Sponsored)
8. The Event Coordinator for a non-Town sponsored event must have a copy of the final signed Memorandum of Understanding on site at the time of the event to serve as the Special Event Permit.

Safety and Security

Law Enforcement may be required to provide traffic and crowd control and on-site security. The event organizer will coordinate this with Law Enforcement. In the event of a road closure, the event organizer is responsible for securing approval to close roads. Provision of Emergency Medical Services (EMS) may be required where there is potential risk to participants, officials or the public.

Accordingly, a FIRST-AID OR EMERGENCY THE SERVICES PLAN REQUIRED TO BE INCLUDED IN THE SPECIAL EVENT APPLICATION.

Event organizers and participants are expected to abide by all federal, state and local codes and regulations. With respect to general safety, OSHA guidelines must be followed,



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and setup is subject to inspection by the Town of Six Mile and/or a Six Mile area Fire Department Representative. (All Events – Town Sponsored and Non-Town Sponsored)

Discrimination

ALL EVENTS HELD ON TOWN PROPERTY AND PUBLIC RIGHTS OF WAY MUST NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL PREFERENCE, AGE, NATIONAL ORIGIN, FAMILIAL STATUS OR DISABILITY.

Liability Insurance

The Town of Williston can offer through Gather Guard, with limitations, but does not provide nor obtain insurance coverage for any non-Town sponsored special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

1. The Town of Williston requires that any non-Town government related organization/group sponsoring any event on Town owned facility/property or right of way provide the Town of Williston with evidence of insurance as outlined below.

General Liability, Auto Liability and Worker's Compensation, as follows:

- \$1,000,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase)
- SC State Statutory limits for Worker's Compensation

The Town of Williston, its Appointed and Elected Officials, and employees must be listed as an additional named insured on the coverage.

2. Certain covered activities for TOWN SPONSORED AND NON-TOWN SPONSORED EVENTS (such as inflatables) require additional insurance, licensing, and inspection, and voted on by the Town of Williston's Town Council. The event organizer and company providing these products will need to provide the Town of Williston, under a granted exception, with evidence of insurance as outlined below:

- The applicant shall provide proof of insurance with a certificate of insurance verifying the

minimum coverage(s) for all permitted activities as set forth in the proposed MOU and specifically identifying the Town of Williston as an additional named insured. The certificate of insurance must be provided directly to the Town by the insurance company/agent prior to



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issuance of the Special Event Permit. Coverage(s) must be primary coverage for all permitted activity with a \$1,000,000 minimum per occurrence requirement.

- The Town of Williston's, its Appointed and Elected Officials, employees and volunteers

must be listed as an additional named insured on all liability coverage(s). For Town sponsored events (inflatables/fireworks, for example) a Special Events policy within these coverage guidelines, must be purchased by the Town for the specific event and included in the line-item budget for the event. Certain high-risk activities such as fireworks or haunted houses require inspections and approval of the Town of Williston's Fire Department Representative prior to the event.

Gather Guard

Gather Guard is an insurance option the Event Host can use for certain events listed below. The Event Host does not have to use Gather Guard and can decide to use a local licensed insurance company.

- **Covered**
 - Events sponsored by the Member
 - Activities Covered (Not Excluded)
 - Food sales
 - Seminars
 - Receptions
 - Business meetings
 - Exhibitions
 - Picnics/Banquets
 - Climbing walls
 - Animal Petting
 - Bicycle Races
 - Sporting events
- **Not Covered**
 - Aircraft, Helicopter, Balloon Rides
 - Aircraft, Helicopter, Balloon Shows
 - Automobile, Motorcycle, Watercraft, Aircraft racing or stunting
 - Archery



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- Lifeguard operations (Contracted)
- Skateboarding
- Bungee Jumping of any description
- Fireworks Displays
- Parachuting or Hang Gliding
- Concerts organized or promoted by outside parties
- Rodeos
- Trampolines and Rebounding Equipment (including inflatable devices)
- Traveling Carnivals, Circuses
- Mechanical Amusement Devices
- Waterslides more than 10 feet (contracted only)
- Sale of alcoholic beverages
- Zoos

If the Event Host desires to use Gather Guard for the event insurance and the event description is classified in the “Covered” section of the list above, then the host can see below the links to follow accessible through the Town of Williston’s website.

Location	ID	Link
Williston Town Hall	0501 2376	https://app.gatherguard.com/?v=0501-2376
Williston Branch Library	0501 2377	https://app.gatherguard.com/?v=0501-2377
Williston Town Park	0501 2378	https://app.gatherguard.com/?v=0501-2378
Academy St Park	0501 2379	https://app.gatherguard.com/?v=0501-2379

NOTE: If the event is a parade, then select “Williston Town Hall.”

ALCOHOL AND OPEN ALCOHOL CONTAINERS ARE PROHIBITED AT ANY EVENT AT A TOWN OWNED FACILITY/PROPERTY RIGHT OF WAY.

Hold Harmless Clause

**For a non-Town sponsored event, applicant will be required to sign the hold harmless clause included in the Special Event Application. The clause states:
Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage 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.**



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Permittee hereby expressly agrees to defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from negligence or intentional acts or omissions or permittee or its officers, agents and employees and guest.

Permits and Licensing

Contact Town Hall for additional information on permitting and inspections.

Signs

For non-Town sponsored events, signs cannot be displayed in the right-of-way, must be staked on premises of Special Event location, and cannot be attached to trees, street signs or utility poles. Sign permit rules apply. All private property sign placement requires permission of the property owner.

Business License (Non-Town sponsored events)

The Town of Williston's business license rules apply.

Fireworks Permit (if applicable, and when approved as an exception)

VENDOR providing pyrotechnic service must submit an application to the State of South Carolina for a State Fireworks permit and provide a copy to the Town of Williston's Fire Department at least five (5) days prior to the event.

Road Closure

- In the event of a road closure, the event organizer is responsible for securing approval to close roads from the proper agency.

Vendor and Food Sales

In accordance with the provisions of the Memorandum of Understanding, it is the Town's policy to allow the sale of food, beverages and event-related merchandise on Town-owned or Town-controlled property during special events. Vendor fees may apply. All food vendors for the Town-Sponsored and Non-Town-Sponsored Events must meet South Carolina Department of Health and Environmental Control (SCDHEC) regulations, SC Cottage Good



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Regulations (amended 2022) and all other state, federal and local laws, and regulations. For additional information on these regulations, contact SCDHEC at 803-909-7379 or visit their website at <http://scdhec.gov/food>.

THE EVENT ORGANIZER IS RESPONSIBLE FOR NOTIFYING ALL FOOD VENDORS THEY ARE REQUIRED BY THE TOWN OF WILLISTON'S FIRE DEPARTMENT TO HAVE AN EASILY ACCESSIBLE AND FULLY OPERATIONAL ABS FIRE EXTINGUISHER ON-SITE THE DAY OF THE EVENT. IN ADDITION, OPEN FLAME COOKING UNDER A TENT OR WITHIN 20 FEET OF ANOTHER TENT IS PROHIBITED. OPEN FLAME LIGHTING OR ORNAMENTATION ON TOWN PREMISES IS PROHIBITED. ANY BLACK PLASTIC ENCLOSED AREA OF THOROFARE OR THAT CONTAINS PARTICIPANTS MUST UTILIZE FIRE RETARDENT PLASTIC SHEETING. CONTACT TOWN OF WILLISTON'S FIRE DEPARTMENT WITH QUESTIONS REGARDING FIRE SAFETY REQUIREMENTS.

Dogs and Other Pets

Pet regulations at the special event venue will be enforced and must follow all town ordinances related to dogs and other pets.

Care of Property and Equipment Non-Town Sponsored Events

All property and equipment belonging to the Town and public roads, and landscaping located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. Cleanup of public property will be held to the standards set by the Town of Williston. The applicant shall assume complete and absolute liability for any loss and damage to the Town property and/or equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property.

Noise Ordinance (Non-Town Sponsored events)

Permission to include music or amplified sound, including megaphones, as part of a special event may be given. The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of your approval or closure of the event if appropriate adjustments are not made. See the Town's Noise Ordinance in the Zoning Ordinance.



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Performing Rights and Licenses (Non-Town Sponsored events)

The event organizer is solely responsible for all contracts and agreements. The Town of Williston has no responsibility for any performances, or their contract and agreements connected with the event, unless a Town sponsored event.