

City of Orangeburg Special Event Policy and Guidelines

I. Introduction

The City of Orangeburg encourages events that educate and expose the public to a range of diverse and rich cultural experiences. The City Special Event Policy and Guidelines is designed to standardize events held in the community, so they are executed with the safety and health of the participants, the protection of public property, and the impact on non-participating residents is considered. A Special Event is defined as any event held on any private or public property that will affect City rights-of-ways or at special indoor/outdoor event venues. Examples of special events include, but are not limited to, festivals, concerts, markets, walks, and runs.

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

The event organizer is solely responsible for all special event-related contracts and agreements. The City of Orangeburg has no responsibility for any performances, contracts or agreements connected with the event, unless exempted by the City Administrator and specified in the Special Event Permit.

II. Overview

Individuals and organizations wishing to conduct an event in the City of Orangeburg must obtain approval in advance through submission of an Orangeburg Special Event Application. The Special Event Coordinator, along with other necessary City officials, will review the application for compliance with City guidelines. Upon approval, the City will issue a Special Events Permit. Acceptance of a Special Event Application does not imply approval of an event. All Special Event **Applications are due a minimum of 45 days before the event.**

Items considered in the Special Event Application packet review process include, but are not limited to:

- Risk to health, safety, and welfare of participants in the event and to the residents of Orangeburg
- Compliance with applicable city, state, and federal laws
- Nature of the event and how it will serve the community of Orangeburg.
- Whether the event will generate positive media exposure for the community
- Impact of event on neighboring residents and properties
- Impact and/or cost of event on City 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 Memorandum of Understanding (MOU)

Note:

A special event application for events held on private properties may require other permits such as: temporary use permits, tent permits, zoning compliance, sign permits, etc. Please contact the Special Events Coordinator at specialevents@orangeburg.sc.us or (803) 809-0982 for information on additional permitting requirements.

III. Event Guidelines

1. To ensure the protection of the City of Orangeburg, its businesses, and residents, the City of Orangeburg may refuse an application or require alterations to an approved application.
2. Event times may be changed at the sole discretion of the City due to weather, infrastructure requirements, utility repairs, 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.
3. Except as provided by law, the City of Orangeburg is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks, and other facilities for special events.
4. Any misrepresentation in an application submitted to the City of Orangeburg or deviation from the final terms and conditions described on the application or permit may result in immediate revocation of approval or closure of event.
5. If an approval is granted by the City for an event, the event organizer will be subject to all city, state, and federal laws and regulations as they apply to the event. Failure to comply will result in denial of approval or revoking of permit and closure of event.
6. The event organizer will be responsible for ensuring vendors comply with all South Carolina and City of Orangeburg taxing requirements and South Carolina Department of Health and Environmental Control food safety regulations.
7. A copy of the final signed Special Event Permit must be available **on site** at the time of the event.
8. Events held on City property and public right-of-way must not discriminate based on race, color, religion, sex, age, national origin, familial status, or disability.

IV. Road Closure

The City allows road closures during special events. The event organizer is responsible for securing approval to close roads from the Orangeburg Department of Public Safety and SC Department of Transportation. Orangeburg Department of Public Safety has the final approval over route and traffic plans. If blocking or closing a road is necessary, the event organizer must provide public notification to all businesses and residents affected by the event no less than ten business days before the event. A list of City businesses and residents is available upon request. Contact the Orangeburg Department of Public Safety at (803) 533-5900 or online at orangeburg.sc.us/public-safety for additional information. Contact the SC Department of Transportation District 7 Office at (803) 531-6850 for additional information.

V. Safety and Security

Law enforcement officers may be required to provide traffic and crowd control and on-site security. Once the staffing level is established, the applicant shall be responsible for contracting with the Orangeburg Department of Public Safety at the current Department of Public Safety special duty pay rate with a three-hour minimum for each officer. If using private security, then the private security company hired must be an Orangeburg Department of Public Safety approved vendor that is currently licensed by SLED.

For events that will have 1,000 or more people, the applicant must contact the Orangeburg Fire Department to provide Emergency Medical Services at the special duty rate. Contact the Orangeburg Fire Department for information on emergency plans at (803) 533-4105.

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 services plan may also be required. Event organizers and participants are expected to abide by all city, state and federal codes and regulations. With respect to general safety, OSHA guidelines must be followed, and setup is subject to inspection by the City of Orangeburg. Contact the Orangeburg Department of Public Safety at (803) 533-5900 or online at orangeburg.sc.us/public-safety for more information or to make arrangements regarding event security.

VI. Liability Insurance

The City of Orangeburg requires all event organizers sponsoring an event at a City-owned facility, property, or right-of-way to provide the City with evidence of insurance as outlined below:

- General Liability, Auto Liability and Workers' Compensation, as follows:
 - \$1,000,000 minimum requirement per occurrence for General Liability and Auto Liability
 - SC State Statutory limits for Workers' Compensation
 - The City of Orangeburg must be listed as an additional insured on the coverage.
 - A certification of insurance form may be used to submit information to the City. It must be submitted to the City Administrator's Office at least 10 business days prior to the event.
- Amusement rides and inflatables require additional insurance, licensing, and inspection. The company providing the rides/inflatables will need to provide the City of Orangeburg with evidence of insurance as outlined below:
 - \$1,000,000 minimum requirement per occurrence (depending on size of event or type of rides, this amount may increase)
 - The City of Orangeburg must be listed as an additional insured on the coverage.

For questions regarding the insurance requirements, contact the City at specialevents@orangeburg.sc.us or (803) 809-0982.

VII. Care of Property and Equipment

All property and equipment belonging to the City is to be handled by the event organizer and its attendees with reasonable and due care. Cleanup of public property will be held to the standards set by the City of Orangeburg. The event organizer shall assume complete and absolute liability for any loss and damage to City property and/or

equipment, which may result from any misuse or mistreatment of the property or equipment during the event, even if the event organizer did not cause the damage or loss. The event must not have a negative physical or economic impact on surrounding property. The cost of City employee overtime incurred due to applicant's failure to clean the site following the event is the responsibility of the applicant.

VIII. Noise Ordinance

Permission to include music or amplified sound, including megaphones, as part of a special event may be given. The City reserves the right to limit 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 approval or closure of the event if appropriate adjustments are not made. Amplified noise is not allowed in City parks unless the event is co-sponsored by the City of Orangeburg. See the City's Noise Ordinance (Sec. 5-17.2 of the Orangeburg Code of Ordinances) for more information.

IX. Performing Rights and Licenses

The event organizer is solely responsible for all special event-related contracts and agreements. The City of Orangeburg has no responsibility for any performances, contracts or agreements connected with the event, unless exempted by the City Administrator and specified in the Special Event Permit.

X. Vendor and Food Sales

In accordance with provisions of the Special Event Permit, it is the City's policy to allow the sale of food, beverages, and event-related merchandise on City-owned or City-controlled property during special events. The event organizer is responsible for procuring vendors for the event and must provide to the City a list of food and beverage vendors and event-related merchandise that will be sold during the event, as well as any electric or water needs for each vendor. The City requires this information 10 business days prior to the event. If the event organizer is selling items, the organization must obtain a City of Orangeburg business license. Contact the City's Finance Department at (803) 539-3750 to discuss the requirements for obtaining a license.

The City of Orangeburg requires all food vendors to charge Orangeburg's 2% Hospitality Tax on all prepared food and drinks. For information on the Hospitality Tax contact the Finance Department at (803) 539-3750 or visiting [Local Hospitality and Accommodations Tax | City of Orangeburg, SC](#). State admissions, sales and other taxes may apply. Contact the South Carolina Department of Revenue 10 business days prior to the event at (803) 898-5690 for information on applicable taxes and reporting procedures.

The event organizer is responsible for notifying all food vendors they are required by the Orangeburg Fire Marshal to have an easily accessible and fully operational portable fire extinguisher on site the day of the event. The minimum size for Class ABC portable fire extinguishers is 2A:10B:C and/or a Class K portable fire extinguisher for cooking and grease fires. All portable fire extinguishers must have an annual inspection tag attached by a licensed fire equipment dealer within the past year. Note that open flame cooking under a tent or within 20 feet of another tent is prohibited in the City of Orangeburg. Applicants must complete the vendor event application as well if using food vendors or food trucks at the event. Contact the Orangeburg Fire Marshal at (803) 533-4105 with questions regarding any additional fire safety requirements.

The event organizer is responsible for making sure all food vendors meet South Carolina Department of Health & Environmental Control regulations. For additional information on these regulations, call (803) 896-0620 or visit <http://www.scdhec.gov/food>.

XI. Alcohol Sales and Consumption

It is illegal to serve or sell beer, wine, or liquor at a permitted Special Event within the City of Orangeburg unless a special South Carolina Temporary Beer and Wine Permit is obtained for alcohol sales. Securing a South Carolina Temporary Beer and Wine Permit takes a minimum of 15 days. Contact the South Carolina Department of Revenue at (803) 898-5864 for information regarding regulations and the permitting process.

All events serving or selling alcohol are required to serve/sell a non-alcoholic beverage alternative. Alcoholic beverages must be served in disposable cups. Alcohol sales and consumption at the event will affect the number of Public Safety officers needed.

The Temporary Beer and Wine Permit holder shall remain on-site, sober and be responsible for verifying the age of purchasers for the duration of the event. In an attempt to prevent underage purchase or consumption at the Special Event, the Temporary Beer and Wine Permit holder is required to provide wrist bands to all attendees 21 years of age or older that purchase or consume alcoholic beverages at the Special Event.

The following items must be posted at the alcohol sale location:

- SC Temporary Permit
- Sign stating “We reserve the right to re-check ID”
- Sign with serving hours

If alcohol is served at the event, liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Orangeburg must be listed as insured on the policy. For questions regarding the insurance requirements, contact the Special Events Coordinator at specialevents@orangeburg.sc.us or (803) 809-0982.

XII. Signs

The City of Orangeburg Zoning Ordinance governs all signage throughout the City (Code Sec. 24-8). Event signs may not be placed in the public right-of-way or off site of the event. Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete, or water-filled barrels. A temporary sign permit may be required; contact the Special Events Coordinator at specialevents@orangeburg.sc.us or (803) 809-0982 for information on temporary sign requirements.

XIII. Tents

Any tent company erecting a tent over 400 square feet is required to obtain a permit through the City of Orangeburg. Tents must be secured down to withstand the elements of weather and to prevent collapse.

(Tailgate, Pop-up Tents, Assembly / Circus Tents Etc.) Fire retardant information shall be on the label of tents used for commercial cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent. All cooking areas shall be protected in such a manner to prevent the public from entering the cooking area. No storage of Propane (LP) containers within the tent or canopy and within 10 feet of the tent or canopy. All tents, temporary special event structures, and other membrane structures shall comply with all applicable fire codes including the use of any cooking or heating processes.

XIV. Stages and Special Structures

All event stages over 400 square feet with an erected stage canopy and special structures, such as video walls, audio equipment, towers, etc., shall be approved by the Chief Fire Official. Construction documents shall be submitted to this office 10 working days prior to the event for our review. All requirements are listed in the International Fire Code. A qualified third-party independent inspector shall be hired to conduct the inspection of the stage. The independent inspector shall furnish an inspection report to the Chief Fire Official. Any discrepancies listed in the report shall be corrected. A permit shall be obtained through the City of Orangeburg.

Commercial certified and inspected 10 lb. (4A:80B:C) ABC fire extinguishers shall be always accessible on or around the stage area. The number of fire extinguishers shall be at the discretion of the Fire Marshal.

XV. Chief Fire Official's Guidelines

Cooking Areas: Cooking tents shall be separated from other tents by 20 ft. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent. All cooking areas shall be protected in such a manner to prevent the public from entering the cooking area.

Note: Copy of the fire-retardant certification is required for commercial cooking tents.

Generators: Generators shall be at least 20 feet from any structure, tent, or canopy and not accessible to the public. All generators shall be protected in such a manner to safeguard the public. Must be U.L listed with tags on unit, located on the ground and isolated from any vehicle or structure. All connections must be ground fault protected. Assure excess fuel is properly stored with a minimum of 50ft in distance.

Food Truck & Trailers: All COMMERCIAL COOKING done inside a trailer or truck shall be required to have a Type I (One) hood system along with a fire suppression system. All hazardous exhaust shall be vented to the outside. A Class K fire extinguisher and a 2A 10 BC fire extinguisher shall be visible and secured inside the trailer. The fire suppression system shall be inspected every 6 months and fire extinguishers shall be inspected annually. All documentation shall be submitted to the Chief Fire Official prior to the event.

Trucks and/or trailers are required to have an LP-gas alarm in truck or trailer. An approved cooking oil storage container is also required. Trucks must have "No Smoking" signs displayed on all 4 sides, and all trucks must be separated by 10 feet. Additional NFPA and SC Fire Code requirements may apply as codes and standards are updated. All food trucks and trailers must bear a current permit from the Orangeburg County Fire District or the City of Orangeburg Division of the Fire Marshal.

Propane (LP) Gas Containers: (Truck or Trailers) All LP containers, piping, valves, and fittings shall be properly protected. All LP containers shall be securely fastened in place to prevent movement. All LP containers 21 pounds or larger shall be inspected by a certified Propane / LP Gas vendor prior to any event for their six-year inspection, if necessary.

First Aid: If emergency medical service (EMS) is not provided, a first aid tent must be provided with staff trained in first aid along with an adequate first aid kit. The tent must be labeled with approved first aid sign(s).

Fireworks: All fireworks shoots shall be approved and have a permit from the South Carolina Office of the State Fire Marshal's Office. The City of Orangeburg Fireworks Ordinance, Sec 18-2.1, states the discharging and/or shooting of fireworks in conjunction with a special event is allowed only to the extent approved by the Chief Fire Official. For more information contact the Special Event Coordinator at specialevents@orangeburg.sc.us or (803) 809-0982.

Depending on the location of the fireworks display, the Orangeburg Chief Fire Official must determine if the site is safe and receive an approval from the Federal Aviation Administration. A Chief Fire Official and a designated crew of firefighters shall standby prior to and after a fireworks display. A fee of \$42.50 per hour per personnel shall be paid two business days prior to the shoot. All firework displays will be required to be inspected prior to and after the display by the Fire Marshal.

Event Map / Site Plan: The Event Organizer/Coordinator shall provide a map/site plan of the proposed event. The plan shall consist of all the vendor locations, stages, first aid locations, carnival rides etc. The plan shall include access for first responder equipment.

*****Additional fire code requirements may apply.*****

For questions regarding the Chief Fire Official's Guidelines, please contact the Orangeburg Chief Fire Official at (803) 533-4105 or firemarshal@orangeburgdps.org

Special Event Applications will be reviewed by City staff. During the review process, staff will work with the applicant to discuss questions and potential changes. Acceptance of an application does not imply approval of event. If the application is approved, a Special Event Permit will be issued to establish the terms and conditions of hosting the event; all events must adhere to the City of Orangeburg Special Event Policy and Guidelines. The signed Special Event Permit must be on site the day of the event. For additional information, contact specialevents@orangeburg.sc.us or (803) 809-0982.