

# Town of Gaston Special Event Permit

1. EVENT NAME \_\_\_\_\_

2. EVENT APPLICANT \_\_\_\_\_

3. ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

4. EVENT LOCATION \_\_\_\_\_

5. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

6. SET UP DATE & TIME \_\_\_\_\_ TAKE DOWN DATE & TIME \_\_\_\_\_

### Required Documents:

- |  |   |
|--|---|
| <input type="checkbox"/> Special Event Application | <input type="checkbox"/> Route/Traffic Plan                             |
| <input type="checkbox"/> Vendor Applications       | <input type="checkbox"/> Business License                               |
| <input type="checkbox"/> Site Plan                 | <input type="checkbox"/> SC DOT Approval                                |
| <input type="checkbox"/> Approval of Fireworks*    | <input type="checkbox"/> Proof of Insurance – Alcohol & Amusement rides |
| <input type="checkbox"/> Sled Permit               | <input type="checkbox"/> Public Safety Requirements                     |

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

*\* Fireworks approval required at least 45 days in advance*

## Town of Gaston Special Event Application

Special Event Applications will be reviewed by Town staff. During the review process, staff will work with the applicant to discuss questions and potential changes. Applications must be received at least 30 days before event. 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 Town of Gaston Special Event Policy. The signed Special Event Permit must be on site the day of the event. Permit may be revoked if event does not adhere to Town of Gaston policies. For additional information, call (803) 796-7725. The Event Organizer must obtain a business license prior to the event. **Submit completed Special Event Applications and required attachments to: Town of Gaston, PO Box 429, Gaston, SC 29053**

### I. Applicant Information

**Applicant Name:** \_\_\_\_\_

**Applicant Organization:** \_\_\_\_\_

Check here if organization is a charity or nonprofit organization

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Responsible Party (if other than Applicant):** \_\_\_\_\_

**Phone Numbers of All Responsible Parties at Event:** \_\_\_\_\_

### II. Event Information

**Event Name:** \_\_\_\_\_

**Event Purpose:** \_\_\_\_\_

Check here if this is a private event (not open to public)

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Will you charge admission/entry fees:** No

**Rain Plan:**

Event will continue as planned with no alterations

Event will be canceled or postponed

**Site Plan:**

Check here to confirm that an event site plan is attached and includes maps and/or diagrams of the full location, including names of all streets in the surrounding area.

Security: Will you be hiring security or police officers: \_\_\_\_\_  
 Name of Company or Agency \_\_\_\_\_ Is Company SLED verified

**III. Road and Parking Lot Closure**

**Will the event require road closure?**  
*\*applicant must complete and submit SCDOT forms to DOT 3 weeks prior to event*

No  
 Yes Check all reasons that apply below:

Run/Race  Walk  
 Bike  Parade  
 Pedestrian Accessibility  Participant Gathering  
 Other: \_\_\_\_\_

Street/parking lot closures requested:

Street/Lot	From	To

Check here to confirm a route/traffic plan (including map) is attached and includes start and end points, traffic routing and locations for barricades  
 Check here if event will have private security and traffic control

**IV. Vendor and Food Sales**

**Will the event have vendors and/or food sales?\***

No  
 Yes, a list of all vendor names and items they plan to sell is attached

**V. Alcohol Sales and Consumption**

**Will alcoholic beverages be sold or served?**

No, alcoholic beverages will not be available  
 Yes, alcohol will be available  
 Name of Business Providing Service: \_\_\_\_\_

Check here if alcohol will be provided free of charge  
 Proof of Insurance is attached

**IX. Amusement Rides & Inflatables**

**Will mechanical rides or inflatables be used at the event?**

- No
- Yes Name of providing company: \_\_\_\_\_
  - Proof of Insurance is attached

**X. Event Signage**

**Will event signage be used prior to and/or during the event?**

- No
- Yes Number of signs: \_\_\_\_\_ Responsible party for set up/removal: \_\_\_\_\_
  - Check here to confirm a list of signs, their locations and sizes is attached

**XI. Electrical**

*Service required beyond what is generally available must be provided and arranged by applicant. Some sites may require restrictions. All electrical equipment and setup must comply with all current codes.*

**Will electricity be needed during the event?**

- No
- Yes, power will be supplied via: \_\_\_\_\_
  - Check here to confirm a list specifying electricity use, locations, voltage and amperage needs is attached

**XIII. Hold Harmless Clause & Authorization**

**Applicant/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 applicant's operation. Applicant 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 the negligence or intentional acts or omissions of applicant or its officers, agents and employees.**

**I confirm that the information provided in this application is true to the best of my knowledge and, if the application is approved, the event will adhere to the Town of Gaston Special Event Policy.**

**Applicants Signature:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Vendor Application (Non-Food Truck)

Food Trucks Complete food Truck Application *Please fill out all information below and return to the Town of Gaston*

### Applicant Information:

Name of Business/Organization: \_\_\_\_\_

Commercial Business       Non-Profit Organization

Event Name: \_\_\_\_\_

Applicant Name or Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Space Specifications:

Width \_\_\_\_\_ X Length \_\_\_\_\_

(Size must include all space for tent/vehicle/trailer, grills, towing hitch, dining area, supply vehicle, etc. Grills must be located inside space indicated.)

Tent:  YES  NO

(Tents must be secured down with heavy duty tent stakes or heavy weights.)

Will there be cooking in the tent:  YES  NO

(Cooking tents shall be separated from other tents by 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.)

Generator:  YES  NO

(Generators shall be at least 20 feet from any structure, tent or canopy and not accessible to the public. Generators shall be roped off with caution tape or safety barrier fencing with temporary fence poles to safeguard the public. IFC 3104.19)

Electrical Hookups Needed?  YES  NO

Food & Beverages: Check here if you are a Non-Food Truck Vendor selling foods and/or beverages

Beverages:  YES  NO

Food:  PREPARED **OFFSITE** & TRANSPORTED TO EVENT  
PREPARED **ONSITE** WITH:  BARBEQUES/GRILLS  DEEP FRYER  RANGE  WOK

List all items you will offer at event.

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

Submit applications to:

Town of Gaston, PO Box 429, Gaston, SC 29053

803-796-7725 / [townofgaston@gmail.com](mailto:townofgaston@gmail.com)

# Temporary Use Permit Application

*\*To be completed if event is being held on private property*

Date Filed: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone #/Email Address \_\_\_\_\_

Address of Temporary Use \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Date of use \_\_\_\_\_

Reason for Temporary Use \_\_\_\_\_

Duration of Temporary Use \_\_\_\_\_

Required to submit:

- Property Owner Consent Letter
- State Required Licenses
- Site Plan/Setback Verification
- Written Description of Activity

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**Staff Use Only**

- Background Check
- Fire Inspection

\_\_\_\_\_  
Chief of Police

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor of Gaston

Date Issued: \_\_\_\_\_

**Town of Gaston Special Event Application**

# Food Truck Permit Application

Town of Gaston, SC

ISSUE DATE: \_\_\_\_\_

Name of Business		Tax Identification Number (Social Security or Federal ID Number)	
Name of Food Truck			
Address (Including City, State, ZIP)			Business Phone Number
Name of Applicant		Home Phone Number	Mobile Phone Number
Location #1 Address	Zoning District	Property Owner Approval Letter?	
Location #2 Address	Zoning District	Property Owner Approval Letter?	
Location #3 Address	Zoning District	Property Owner Approval Letter?	
Location #4 Address	Zoning District	Property Owner Approval Letter?	
For additional locations, please provide above information on a separate page.			
<b>Applicant Initials</b>	<b>Conditions</b>		
	Food Truck vendor shall prominently display the SCDHEC letter grade.		
	Food Truck vendor must comply with all requirements and regulations as established by SCDHEC in the Retail Food Establishments Regulation 61-25.		
	Maintains within the Food Truck proof of written permission from the private property owner or authorized lease holder of the private property of each vending location if operating on private property.		
	The Food Truck vendor must provide proof of liability insurance for operation of the vehicle as a motor vehicle, and conduct of the business if the business is to be conducted on public property, in amounts reasonable determined by the City in consultation with its risk manager.		
	Receives annually a Food Truck Permit, a copy of which shall remain in the Food Truck during operation.		
	When not in operation, the Food Truck must be removed from the parcel and the operator must remove from the property all materials associated with the business. No Food Truck shall operate between the hours of 10:00 PM and 6:00 AM if the parcel upon which the Food Truck is located is within 400 feet of residential property.		
	The use of any sound amplification is prohibited regardless of the intended purpose.		
	The sale or service of alcoholic beverages is prohibited.		
	Signs affixed to the Food Truck advertising the name of truck and a menu of items sold are permitted. All other signs, balloons, banners, streamers or other similar devices to attract customers are prohibited.		
	The Food Truck vendor shall not operate the Food Truck as a drive-in window.		
	The noise level from the Food Truck motor and generator must comply with the City's Noise Ordinance.		
	A garbage receptacle shall be provided for customers in a convenient location that does not impede pedestrian or vehicular traffic. All litter or debris generated within a minimum of a 25-foot radius of the Food Truck shall be collected and removed by the Food Truck vendor.		
	Any service items, tables, etc. that a Food Truck operator may place outside of the vehicle shall not extend further than a 15-foot radius of the Food Truck.		