



EASLEY PARKS & RECREATION

2026-2027 Special Event Permit Request Packet

An event is defined by the following: Any organized activity involving the use of, or having an impact upon, public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current use. It is our goal to assist event organizers in planning safe and successful events while minimizing impacts on the surrounding community.

Easley Municipal Code Sections 95.01–95.99 provide the framework and guidance for the issuance of Special Event Permits within the City of Easley. A permit will not be issued for an event whose primary purpose is advertising a product, goods, or services or that is designed to be held primarily for profit.

Permit Process

The permit application process begins when a completed Special Event Permit Application is submitted to the City of Easley Parks & Recreation Department. Receipt of an application does not constitute final approval or confirmation of your request.

A City representative will contact you after receiving your application and will serve as your primary point of contact throughout the permit process. Applications will be forwarded to all affected City departments and/or public agencies for review. You may be contacted by these departments or agencies if they have specific questions or concerns regarding your event or road closure request.

Throughout the review process, you will be notified if additional information, permits, licenses, certificates, or other documentation are required.

During the initial review process, applicants will be given time to provide any pending documents, such as certificates of insurance or additional permits. All required documentation must be received before a Special Event Permit can be issued.

Delays in providing required documentation may delay the review and approval of your application.

Due to the many components involved in coordinating special events and road closures, permits may not be issued until shortly before the scheduled event or closure date.

Event Priority

City-Sponsored Events: City of Easley events have priority in the use of City property or rights-of-way. Other Special Event Permit applications are processed in the order received. The use of a particular area is generally allocated in the order in which fully completed applications are received and in accordance with the considerations used by the City when determining whether to issue a permit.

Prior Events: Applicants who held an approved event with the City of Easley in a previous year and remain in good standing will be given first consideration for the same or a comparable date and location. Prior event history does not guarantee approval or reserve a date, time, or location. The City retains discretion in the approval and scheduling of all events based on availability, City operations, public safety, and other applicable considerations. Once prior event requests have been considered, remaining dates and locations will be available on a first-come, first-served basis upon receipt of a complete application.

Definitions

Per § 95.01 City of Easley Code of Ordinance

- **BLOCK PARTY.** A private outdoor gathering on a public street which involves the closure of a street and may include live or taped music and the distribution of food and beverages.
- **EVENT.** Any festival, concert or other announced public gathering upon any public street, right-of-way or property of the city.
- **FILMING.** Any filming of movies, commercials, documentaries and other motion pictures, video projects, or commercial photographs upon any public street, right-of-way or property of the city.
- **OPEN EVENTS.** Any event which primarily promotes entertainment, arts, dining, athletic competition, political activity and is generally advertised as open to the public at large without the necessity to enter by prior invitation or purchase of a ticket; events are presumed to be open events.
- **PARADE.** Any parade, march, foot race, bicycle race, ceremony, pageant or procession of any kind moving upon any public street or sidewalk of the city which does not comply with normal traffic regulations.
- **PARADE PERMIT.** A permit as required by this chapter.
- **PERFORMANCE.** Any public presentation, exhibition, fireworks display or appearance upon any public street, right-of-way, plaza or property of the city.
- **PICKETING AND PICKETS.** Demonstrating and demonstrators, and other related First Amendment activity.
 - **Signs and Placards:** Participants may carry written or printed signs or placards as long as they do not interfere with the free use of the sidewalk by other pedestrians. Signs or placards should not exceed **20 inches by 30 inches (600 square inches)**. Any wording displayed must comply with applicable City and State laws.
 - **Sign Poles and Staffs:** Any staff or pole used to carry a sign must be **wooden, no more than 40 inches long, no more than ¾ inch in diameter, and blunt on both ends**. Oversized poles or staffs, or those with sharpened or pointed ends, are not permitted.
 - **Movement & Sidewalk Access:** Participants must **march in single file** and may not gather or congregate in a manner that blocks or interferes with the use of **sidewalks or driveways**.
- **PRIVATE EVENT.** A wedding, commitment ceremony, fundraiser, block party in a residential neighborhood, and filming event; social activities requiring limited admission for sponsors or invited guests may be treated as private events; events requiring paid admission or tickets may be treated as private events; events involving a state, national, or international official who has special security details may be treated as a private event for the limited purpose of assuring security.
- **SIDEWALK.** Any public area or way set aside or open to the general public for the purpose of pedestrian traffic.
- **STREET.** Any place or way set aside or open to the general public for the purpose of vehicular traffic, including any berm or shoulder parkway, right-of-way, or median strip thereof, set aside for parking or for the purposes of vehicular traffic. For the purpose of this chapter, the term street shall include sidewalks.
- **BLOCK.** Each side of the street lying between street intersections.

Type of Request

Please check the type of event or request you are submitting.

Event Permit Requirements

Select One	Type of Event / Request	Application Deadline	Processing Fee	Liability Insurance – Each Occurrence	Liability Insurance – Aggregate
☐	Festival or Major Event WITH Road Closure (minimum 200 attendees)	At least 90 days prior	\$500 single day / \$900 two or more days	\$1,000,000 General Liability*	\$2,000,000
☐	Festival or Major Event WITHOUT Road Closure (minimum 200 attendees)	At least 60 days prior	\$200 single day / \$600 two or more days	\$1,000,000 General Liability*	\$2,000,000
☐	Parade, Procession, March, Road Race, Walk or Bicycle Race WITH Road Closure	At least 90 days prior	\$250	\$1,000,000 General Liability*	\$2,000,000
☐	Parade, Procession, March, Road Race, or Bicycle Race WITHOUT Road Closure	At least 90 days prior	\$250	\$1,000,000 General Liability*	\$2,000,000
☐	Private or Public Gathering WITH Road Closure (maximum 200 attendees; no sale/service of alcohol or revenue generated from alcohol)	At least 90 days prior	\$200	\$1,000,000 General Liability*	\$2,000,000
☐	Private or Public Gathering WITHOUT Road Closure (maximum 200 attendees; no sale/service of alcohol or revenue generated from alcohol)	At least 15 days prior	\$200	\$1,000,000 General Liability*	\$1,000,000
☐	Neighborhood Block Party WITH Residential Street and/or Sidewalk Closure	At least 90 days prior	\$100	N/A	N/A
☐	Picket or Demonstration WITHOUT Road Closure	48 hours to 15 days prior	No Fee	N/A	N/A
☐	Filming or Photography WITH Road Closure	At least 90 days prior	\$100	\$1,000,000 General Liability*	\$1,000,000
☐	Filming or Photography WITHOUT Road Closure	72 hours to 15 days prior	\$50	\$1,000,000 General Liability	\$1,000,000

**** A non-refundable application fee will be charged based on the attached fee structure. ****

City of Easley Downtown Event Venues

Location	Fee
Old Market Square Amphitheater	\$300 per day
City Fountain/Christopherson Gazebo	\$200 per day

***** Old Market Square Parking Lots ARE NOT INCLUDED when renting the Amphitheatre. *****

City of Easley Non-Discrimination Statement

The City of Easley does not discriminate based on race, color, national origin, sex, religion, disability status or age in provision of services.

Compensation For City Staffing

Depending on the size and type of event or road closure, the City of Easley may require City personnel, including Police and/or Fire personnel, to be present.

The City will determine the number of personnel necessary to ensure the safety of participants and the public, minimize inconvenience to residents and businesses, and reduce public liability exposure to both the applicant and the City.

All costs associated with required City personnel working during the event or road closure will be the responsibility of the organizing agency or applicant. A bill will be transmitted to the party responsible within sixty (30) working days following the completion of the event or road closure.

Alcohol Policy

Alcohol consumption is not permitted at events held at the City of Easley locations listed below. We appreciate your cooperation in adhering to this policy during the planning and execution of your event.

1. Old Market Square Amphitheater
2. City Fountain/Christopherson Gazebo
3. City Hall Parking Lot
4. Doodle Trail

Special Event Locations

For events that do not require the closure of a public street, the following Downtown Easley locations have been designated by the City as available for permitted events:

1. Old Market Square Amphitheater
2. City Fountain/Christopherson Gazebo
3. City Hall Parking Lot
4. Doodle Trail

Route Guidelines

Parades: The City of Easley has established one designated parade route for parades held within only Downtown Easley. Applicants requesting a parade permit are required to use the designated route and may not create or request an alternative parade route. The established route is designed to support public safety, traffic management, and minimize disruption to downtown businesses, residents, and visitors.

Processions, Marches, Road Races, Bicycle Races, and Walks: The City of Easley has established three pre-approved routes for these types of events within Downtown Easley. Applicants must select one of the approved routes provided in this packet.

Compliance with Route Guidelines

Applicants requesting a parade, procession, march, road race, bicycle race, or walk are required to use the applicable pre-approved route. Failure to select or follow an approved route may result in delays in the permit review process or denial of the application.

These designated routes allow the City to coordinate necessary road closures, traffic control, emergency access, and other City services while minimizing impacts on the surrounding downtown area.

The City of Easley appreciates the cooperation of event organizers in following these established route guidelines to help provide a safe and successful experience for participants and the community.

See the Route Maps included at the end of this packet for the designated Parade Route and approved Procession, March, Road Race, Bicycle Race, and Walk routes.



Easley Parks and Recreation Department Special Event Request Form

Main Office: 111 Walkers Way, Easley, S.C. 29642
Office Phone: 864-855-7933

Section 1: Contact Information

Name of Event: _____

Applicant Name: _____

Name of Organization: _____

Are you a Non-Profit Organization: YES NO If yes, circle one: 501c3 501c6

Mailing Address: _____

City / State / Zip: _____

Work Phone: _____ Cell Phone: _____

E-Mail: _____

On-Site Person Responsible for Operations: _____

On-Site Person Mobile Phone : _____

On-Site Person Email : _____

Section 2 : Event Information

What is the date of your event? _____

Start Time: _____ End Time: _____

Road Closure Begins: _____ Road Closure Ends: _____

Set- Up Begins: _____ Clean- Up Ends: _____

Which location are you requesting for your event? _____

Estimated Attendance: _____

Please indicate if this event is private (by invitation only) or public (open to the public):

☐ Private

☐ Public

Please describe your event: _____

Event Website: _____

Link to Event Logo: _____

Purpose of Event: _____

Who is your target audience? _____

Does the event have Twitter, Instagram, Facebook, or other social networking page?

☐ Yes, please list URL (s) _____

☐ No, which marketing locations would you like to use? _____

Section 3: City Services

The City of Easley does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment. Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be invoiced to the applicant within 30 days of the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

Trash Receptacles

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

- Will the event be serving. Selling, or distributing beverages? YES NO
 - If yes, what containers will they be packaged in?
 - Aluminum Cans
 - Glass Bottles/Jars
 - Plastic Bottles/Jugs/Jars

****No bottles or cans will be permitted on city property. Beverages must be served in paper or plastic cups. The use of Styrofoam containers for food and beverages is prohibited at special events. ****

It is required to provide recycling receptacles at all events approved by the city. Vendors that sell beverages must receive 35-gallon receptacles for trash disposal. Glass, plastic and aluminum must be collected separately. All cardboard should be broken down and kept separately (stacked adjacent to the containers). Mixed paper carts can also be provided upon request.

- How many receptacles are you requesting for TRASH? _____
- Additional recycling requests? _____

Delivery Location: _____

Date & Time for receptacles to be emptied? _____

Date & Time for receptacles to be picked up? _____

Public Property Cleanup

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? Will the event need city personnel to assist with event site clean-up? YES NO

Date & Time for Clean-Up Staff Arrival: _____

Section 4: Safety and Security

Applicant may be required to hire off-duty sworn City of Easley Police Officer(s) to provide security to ensure public safety. The Chief of Police will determine the number of officers required. The cost for security is **\$50 per hour per officer** for a minimum of (2) two hours. The applicant will be billed for this service after the event is held.

- ☐ Event Area Security
- ☐ Road Closure Security

- ☐ Money Handling Security
- ☐ Stage Security
- ☐ Other _____
- ☐ Overnight Security from _____ until _____

Dates & Times for Security to be on site: _____

Have you spoken to the Chief of Police regarding security? YES NO

Section 5: Weather

For outdoor events, if there is a lightning strike within 6 miles of the area, participants need to be told to seek shelter, and all activity needs to cease for 30 minutes. The 30-minute wait time will have to restart if there is another lightning strike in the zone before the 30 minutes are up. If the weather causes the event to be cancelled, a refund of the rental fee will be evaluated upon request.

Section 6: Voice/Music Amplification

A special event permit should not be mistaken for a “noise permit.” Please note that the volume of the sound (including amplified equipment) is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. An Easley police officer may determine that noise during the permitted event is offensive to others and may require applicant to stop the noise. Also, the EPD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

Please answer the following questions:

Are there any musical entertainment features related to your event? YES NO

****If yes, attach a schedule of any music or entertainment proposed to occur during the event.**

What number of stages will you have/be using? _____

What number of bands will you have? _____

What type of music will you have? _____

Will your event use amplified sound? YES NO

If yes, please indicate the times: from _____ until _____

****Operation of amplified equipment is restricted to the hours of 7am – 10pm.****

Will sound checks be conducted prior to the event? YES NO

If yes, please indicate times: From _____ Until _____

Section 7: Tents and Signage

Pavement Holes and Marring: Drilling into the 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. Tents over 10 ft by 10ft are not permitted on the premises. Signs and banners must be approved through the Planning and Development Department (855-7908).

Will tents be used for the event? YES NO

How many tents will be used? _____

What size tents will be used? _____

What types of tents will be used? _____

Will any signs or banners be hung? YES NO

What size? _____

What location? _____

Section 8: Required Event Signage

Enforcement of the no smoking policy – Permittee must post 11 X 17 signs in a clear and conspicuous manner at all entry point to and within the event site informing attendees that smoking is prohibited. Permittee must include in the event marketing materials that the event is a nonsmoking event.

In addition, permittee and event management staff must inform event attendees seen smoking that smoking is prohibited within the event site. Enforcement of the no smoking policy at events will be done by the Police on site after permittee has given the attendee a warning.

Throughout event site:

A. No Smoking (Check signs out from Police Department)

Section 9: Vendors

A vendor is anyone who is serving, selling, or sampling food, beverages, or merchandise. Fire Code requires a fire extinguisher at each cooking location. Food and beverages shall not be sold at an event unless approved and licensed. Event organizers are responsible for adhering to SC DHEC regulations. Applicants must show a plan for clean-up and grease removal. The applicant must agree that any structures which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public way in the vicinity of said structures.

- Does the event include vendors? YES NO

If yes, please contact the City of Easley Business License Office for further requirements and possible fees (855-7900).

If the event will have vendors, please check the following that apply:

- ☐ Served
- ☐ Sold
- ☐ Catered
- ☐ Prepared Outdoors

**Vendor Section Continues on Next Page*

Does the event include food concession and/or cooking areas? YES NO

If yes, please list each vendor and specify cooking method (gas, electric, charcoal, other). Use additional sheets if necessary.

Does the event include mechanical rides, spacewalk, or other attractions? YES NO

If yes, with what company? _____

List details, if any:

Applicants contracting with amusement ride companies are required to provide the City of Easley with a certificate of insurance, naming the applicant and the City of Easley as additional insured on general liability.

Section 10: Special Event Vendor Permit

If you plan to have commercial vendors who will be present during the event (serving, selling, sampling, or displaying), please list them below. In order to have these present, please contact the City of Easley Business License Office for further requirements and possible fees (855-7900).

Vendor	Selling	Items Selling

Section 11: Portable Restrooms and Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during the event. The City of Easley recommends one (1) chemical or portable toilet for every 250 people, or portion thereof, who attend your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Easley may determine the total number of required restroom facilities on a case-by-case basis. Portable sinks are required at portable toilet location if the event has four (4) or more food vendors. Sink to portable toilet ratio 1:10.

Do you plan to provide portable restroom facilities at your event? YES NO

If yes, what is the total number of portable toilets? _____

What is the number of ADA accessible portable toilets? _____

If no, please explain: _____

What is the total number of portable sinks? _____

Restroom Company: _____

Telephone: _____ Pager/Cellular: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Section 12: Event Schedule

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for setting up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (If more space is needed, attach additional sheets).

Date	Time	Action	Assigned To

Section 13: Crisis Management Plan

Each event must develop a communication and crisis management plan. This plan must be submitted to the City of Easley before a Special Event Permit is issued.

Name of Person Responsible for Notifying Emergency Services: _____

Phone Number for This Person: _____

Method by Which Emergency Services Will be Contacted: _____

Method event staff and volunteers will use to communicate with each other: _____

Section 14: Hazardous Materials

If you plan to have tanks (e.g., propane, butane, gasoline, diesel, helium, etc.) they must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place. If you plan to have fireworks, lasers, torches, candles, or pyrotechnics you must contact the Easley Fire Department at least 30 days prior to the event to make them aware and to see if any other special precautions are needed (859-8950). If electrical service is needed, the applicant must contact the Planning and Development Department as to the requirements (855- 7908).

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders, or other upright tanks? YES NO

Will there be any portable heaters? YES NO

Will there be any deep fat fryers? YES NO

Will there be any fireworks, lasers, torches, candles, or pyrotechnics? YES NO

Will generators or electrical services be needed? YES NO

****Generators CANNOT be refueled within the event site during event operating hours. ****

Section 15: Site Plan

Please provide a Site-Plan sketch of the event in the blank space provided below. Include maps, outlines, or diagrams of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans

with Disabilities Act and who choose to participate in the event.

****Fire hydrants or sidewalk curb breaks that are used for ADA Accessibility may not be blocked during any time. The plan should include the following information (if applicable):**

Tents (including tent sizes) (X)	First Aid and/or EMS (FA)
Food Vendors (FV)	Garbage Receptacles (G)
Beverage Vendors (BV)	Number of Barricades (B)
Alcoholic Beverage Vendors (AB)	Trailers, Vehicles, Storage Facilities (ST)
Fire Extinguisher (EX)	Fire Lane (FL)
Portable Toilets (T)	Sign or Banners (S)
Hand Washing Sinks (HWS)	Security (P)
Stage or Amplified Sound (SO)	Generator/ Electricity (E)
Bleachers (BL)	Assembly Areas (A)
Retail Merchant (RM)	Vendor Recycling Receptacle (VR)
Public Recycling Receptacle (PR)	

Section 16: Insurance Requirements

Events requesting a parade, block party, or any other event that requires road closure are all required to obtain Liability Insurance coverage. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the minimal amount specified to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the minimum coverage and specifically identifying **The City of Easley** as an additional insured.

Has liability insurance listing the City as additional insured been secured?

☐ Yes

☐ No

Insurance requirements vary based on the type of event or activity. Please refer to the **Event Permit Requirements chart on Page 3** for the applicable insurance coverage and minimum coverage amounts for your event.

The City of Easley does not sell insurance. However, this type of insurance policy can be acquired from most private insurance carriers.

Your permit will not be issued if the insurance certificate has not been provided prior to the event.

Section 17: Hold Harmless Clause

Applicant/organization hereby shall assume all risks incident to or in connection with 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 the applicant's operation. Applicant hereby expressly agrees to defend and hold the City harmless from and 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 of applicant or its officers, agents, and employees.

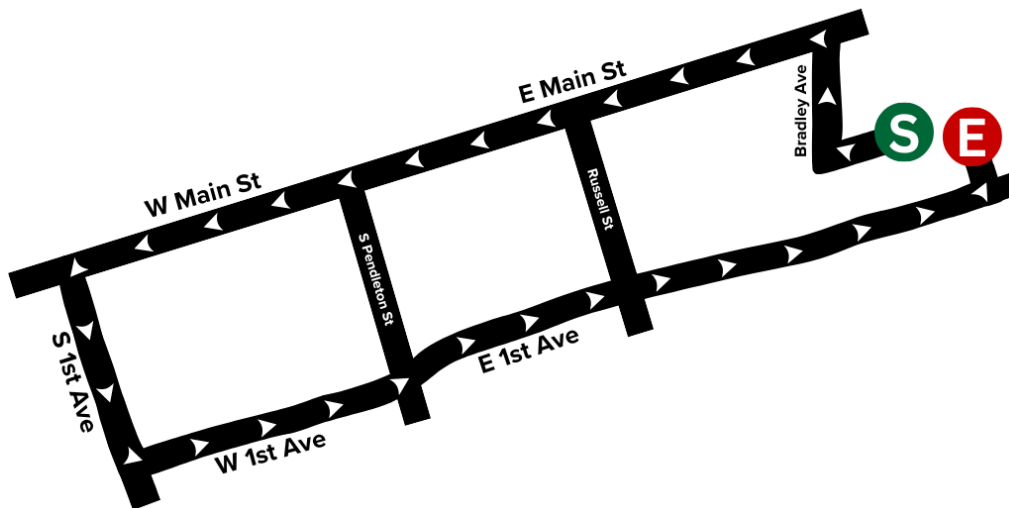
Applicants Signature: _____ Date: _____

Approved Routes

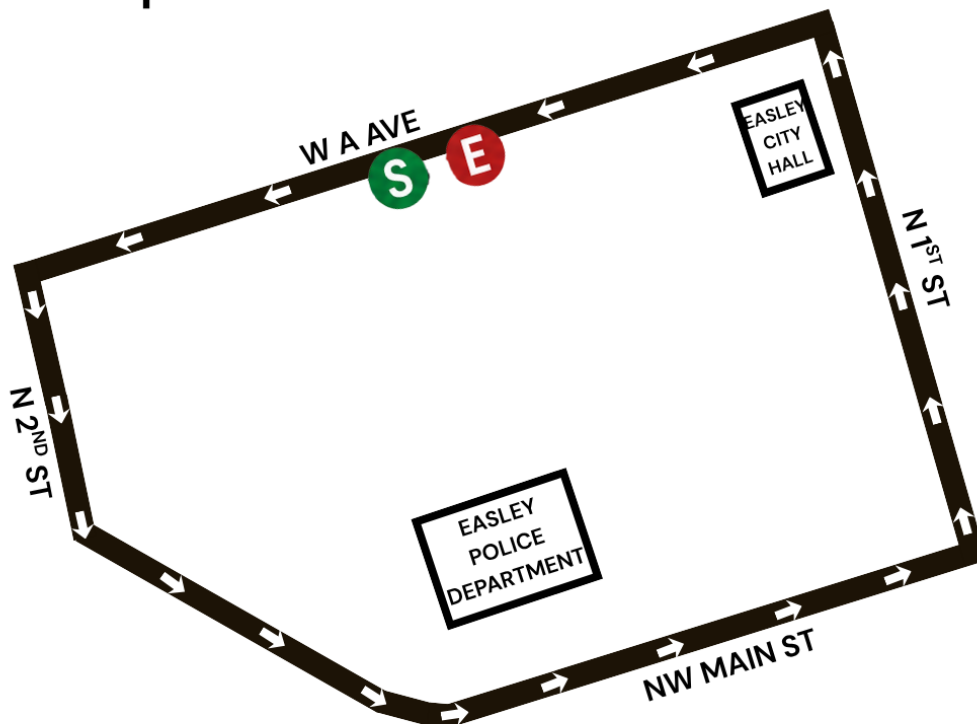
Parades: Parade Route 2 is reserved for **nonprofit organizations only**. Parade Route 2 is reserved for **nonprofit organizations only**. Applicants requesting Parade Route 2 must provide documentation verifying their nonprofit status at the time of application.

Processions, Marches, Road Races, Bicycle Races, and Walks: 5K Routes 1, 2, and 3 are limited to events with a **start time of 8:00 AM or earlier**. Events beginning **after 8:00 AM must use Route 4**. No procession, march, road race, bicycle race, or walk may begin **after 10:00 AM**, regardless of the route selected.

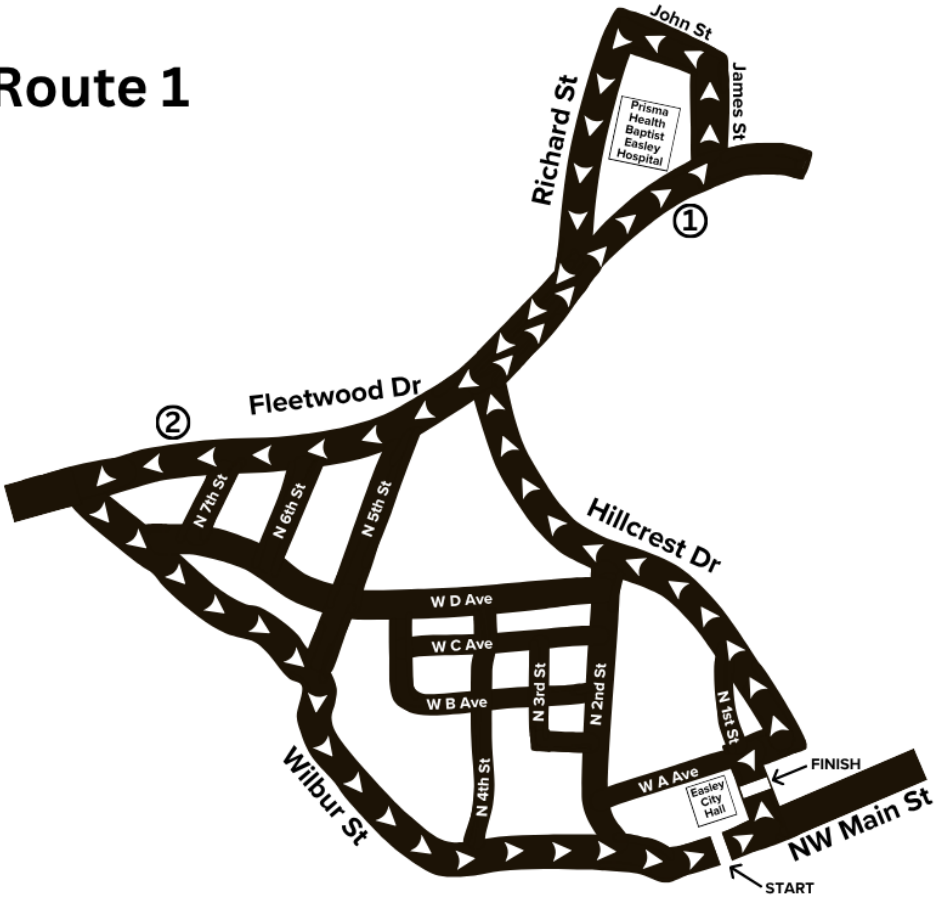
Parade Route



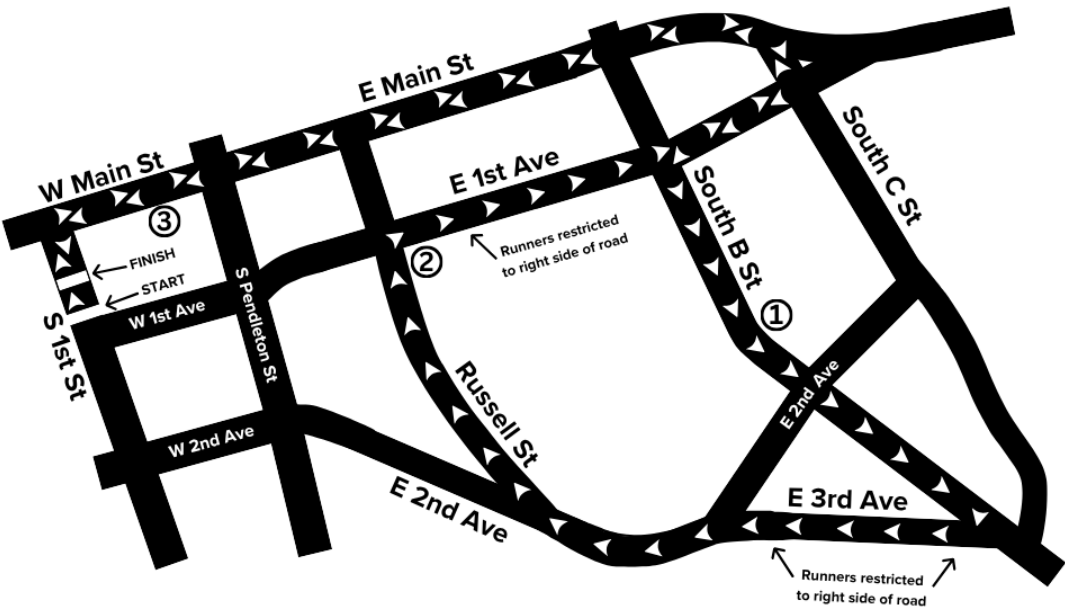
Nonprofit Parade Route



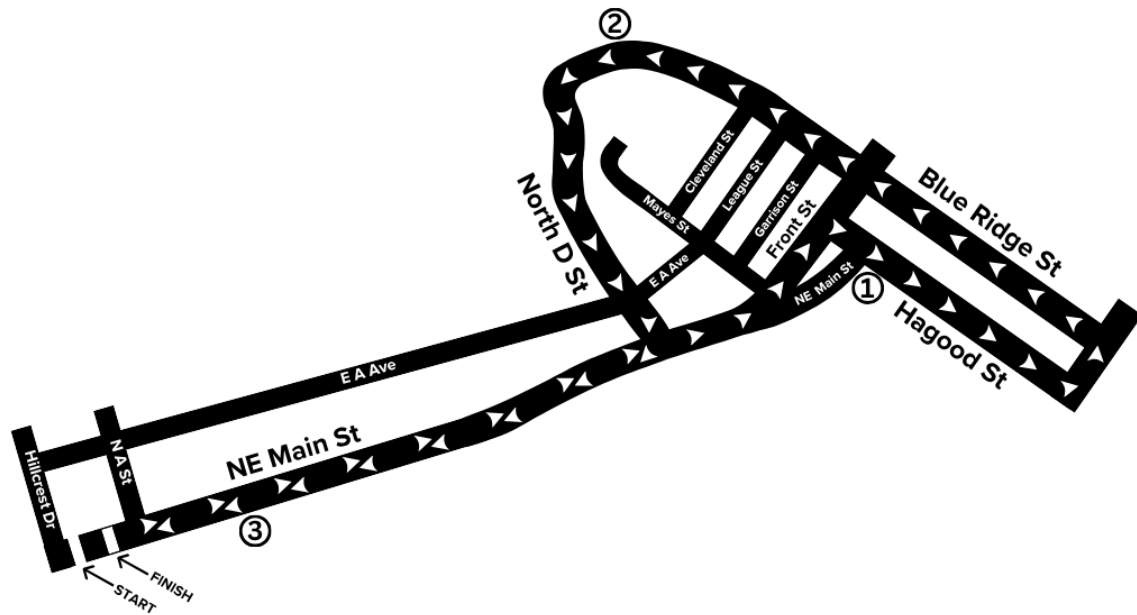
5k Route 1



5k Route 2



5k Route 3



5k Route 4 Placeholder