



STATE OF SOUTH CAROLINA  
TOWN OF SOUTH CONGAREE  
ORDINANCE NO. 2024-05

**AN ORDINANCE ADOPTING A SPECIAL EVENTS PERMIT.  
CHAPTER 96-SPECIAL EVENTS INTO THE SOUTH CONGAREE CODE OF ORDINANCES**

Pursuant to the authority granted by the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, be it ordained and enacted by the Town Council of the Town of South Congaree as follows:

*WHEREAS the South Congaree Town Council enacts the Special Events Ordinance to begin as of July 1, 2024, and,*

*WHEREAS the Town Council has outlined the Special Events Policy utilizing Chapter 96.01 through 96.07, and*

*NOW THEREFORE BE IT ORDERED AND ENACTED by the Town of South Congaree Town Council Chapter 96-Special Events as follows:*

**1<sup>st</sup> Reading 06/20/2024**

**2<sup>nd</sup> and Final Reading 06/27/2024**

**ADOPTED IN COUNCIL MEETING this 27<sup>th</sup> day of June 2024.**

  
Cindy Campbell, Mayor

**ATTEST:**

  
Kerri Charlton Municipal Clerk

## **Chapter 96 – Special Events.**

In order to provide for the safe and efficient use of public properties belonging to or with-in the Town limits of the Town of South Congaree, or his designee shall maintain, update, and make available to the public, a special events policy and application. Such policy shall provide for reasonable access to public property for special events subject to certain rules and regulations contained in such policy providing for the health, safety, reasonable access, and welfare of the citizens of South Congaree and the public. All persons desiring to hold a special event on public property must abide by the terms and conditions of the policy. The designee, with the approval of Lexington County and/or their designee, is authorized to shut down and close any special event taking place which is not in compliance with the policy. In addition, any person(s) violating such a policy is subject to fines.

### **§ 96.01 DEFINITION**

(A) For the purpose of this section, a Special Event shall mean a pre-planned activity sponsored by an individual, group, organization or entity, to be held on public property, including public streets, sidewalks, trails, facilities, parks or other property to include the use of Lexington County Arena located in the Town of South Congaree in conjunction with the property owner, County of Lexington, which event would significantly impact either public property and/or normal vehicular and pedestrian traffic or require the use of Town Services, and which shall include but not be limited to a Rodeo, parade, foot race, bike or wheeled race, celebration, amusement event, cultural recognition, sporting event, demonstration, competition, commercial movie or television production, photography shoot, commercial for-profit event, charitable cause, or other similar activity.

(B) In particular, the procedures and standards for all special events held outdoors on private property are governed by the governing body's zoning ordinance.

### **§ 96.02 PERMIT REQUIRED**

It shall be unlawful for any person to participate in any Special Event unless a permit for the event has been issued by the Town Council. This permit serves in lieu of the Town Business Licensing requirement.

### **§ 96.03 APPLICATION FOR PERMIT.**

Application for a parade permit shall be made to the Town Council at least 15 days prior to the time of the proposed special event. The application shall show the streets proposed to be used, the approximate number of participants and/or vehicles and the proposed time of the special event. All event promoters are required to provide a vendor list at the time of application.

### **§ 96.04 ISSUANCE OF PERMIT.**

The Town Council or its designee shall issue a special event permit if it finds that the event will not unduly inconvenience the public, will not damage the streets of the town and is not likely to result in public disorder.

### **§ 96.05 POLICE EXTRA DUTY**

POLICE may reason that security must be provided at the event. Town officers are available for \$40.00/hour/officer with a three (3) hour minimum this includes a \$5.00 administrative fee paid to the Town of South Congaree. Contact 803-755-2760 OR Email townclerk@southcongarree.org for the Extra Duty application. All Extra Duty is paid directly to the Town of South Congaree and disbursed on the Officers regularly scheduled payroll.

### **§ 96.06 CLASSIFICATION AND RATES.**

(A) When applicable, the classifications rate class listed with United States North American Industry Classification System (NAICS) codes, by sector, sub-sector, group, or industry, shall be utilized for the Permitting application process. The Permitting Official shall have the authority to make the determination of the business classification most specifically applicable.

(B) The Permitting Fee for each Event is as follows.

(1) Event Promoter/Coordinator \$350.00 for the duration of the permitted event, not to exceed 3 consecutive days.

(2) All Attending Vendors \$50.00 each for the duration of the permitted event, not to exceed 3 consecutive days.

The fees may be updated annually to reflect the cost of living for the current year affected.

### **§ 96.07 VIOLATIONS: FAILURE TO OBTAIN A PERMIT.**

Any person violating any provision of this chapter shall be deemed guilty of an offense and shall be subject to a fine of up to \$500 or imprisonment for not more than 30 days or both upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties and costs provided for herein.



**Town of South Congaree  
Application for Special Events License  
Public Show/Event**

Name of Promoter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ (will be used for future correspondence)

Soc. Sec. No: \_\_\_\_\_ or Fed. Ident. No: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency No. \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ (not to exceed 3 days)

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Gross Income for Event: \$ \_\_\_\_\_

Number of Vendors: \_\_\_\_\_ (Must provide a list of Vendors)

(\$50.00 per Vendor Per Event, not to exceed 3 consecutive days.)

Promoter/Coordinator Permit Special Event Fee: \$ 350.00 Promoter Initials: \_\_\_\_\_

Final Number of Actual Vendors participating: \_\_\_\_\_ Total amount due: \_\_\_\_\_

I Certify that all of the information stated above is true and correct to the best of my knowledge and belief. I understand that the city ordinance provides for penalties and license revocation for making false or fraudulent statements on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date  
Subscribed and sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_,  
Notary Public: \_\_\_\_\_  
My commission expires \_\_\_\_\_.

**For Office Use Only**

Class: 1

Fee: \_\_\_\_\_

Code: 711310

Penalty: \_\_\_\_\_

Total: \_\_\_\_\_

Additional Fee: \_\_\_\_\_