

DO I NEED A SPECIAL EVENT PERMIT?

If you answer "yes" to any of the following questions, you will need to apply for a permit:

- Is your outdoor event an organized formation or parade consisting of persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls?
- Is your outdoor event a musical concert, festival, fair, carnival, or rally which you may expect to have 500 or more people in attendance at any one time?
- Is your outdoor event a sporting event which will require the use of temporary structures, including grandstands and tents, and which may have 4,000 or more people in attendance at any one time?
- Is your outdoor event a public assembly involving the gathering together of persons for commercial, civic or social functions or recreation or for food or drink consumption, which may be expected to have 500 or more people in attendance at any one time?

Example: If you own an establishment and you plan to have something "special" on your property that doesn't happen on a normal basis (i.e. bike rally outdoor vending) and you expect to have 500 or more people in attendance at any one time.

- Will your outdoor event host drinking contests or games, contests involving disrobing or wet t-shirt contests, slaw/pudding/jello wrestling, bobbing or similar contests, or motorcycle/car washes (excluding those held by a church, school, or civic organizations), outdoor stunt shows, dynodrag, dyno unit or burn-out pit activities?

HOW DO I APPLY FOR A SPECIAL EVENT PERMIT?

You may obtain an application online at www.emd.horrycounty.org or pick up an application from the Emergency Management office.

THE SUBMITTAL PROCESS

In addition to the application, applicants will need to include the following attachments:

①

A single site plan 8.5 x 11 inches, drawn to scale (Google map aerial image is acceptable) must show all necessary elements which may include the following:

- Existing facilities/structures
- Proposed temporary facilities/structures
- Traffic flow and provisions
- Security/crowd control
- Medical provisions
- Lighting
- Solid waste disposal
- Parking
- Location of bands and or music venues
- Sanitation facilities
- Vendors (under separate attachment provide vendor list)

②

A schedule of events associated with this location for the duration of the permit.

③

\$250.00 non-refundable application fee
Check or money order made payable to Horry County Treasurer
CASH NOT ACCEPTED

SUBMIT YOUR APPLICATION

After completing the application, print a copy and submit it with the appropriate attachments and payment to:

Emergency Management
2560 Main Street, Suite 4
Conway, SC 29526

HOW WILL I BE NOTIFIED?

Once the application fee has been paid, the application will be submitted for review.

The applicant will be notified within 10 business days of the completeness of the application.

Once the application has been deemed complete, the applicant will be notified in writing within 10 business days of the approval or denial of the application.

Upon approval of the application, the applicant must contact the Emergency Management office at 843-915-5150 and make an appointment to obtain the permit.

The Special Event Permit fee (\$100 per day) must be paid before the Special Event Permit will be issued.

WHAT IS A SPECIAL EVENT PERMIT?

A Special Event Permit allows an approved applicant to conduct, promote, sponsor, organize, or enable a special event in Horry County.

Examples of a special event include, but are not limited to: parades, rallies, concerts, festivals, marathons, etc.

Applicants must submit a complete application for a Special Event Permit no more than one (1) year and no less than forty-five (45) days prior to the scheduled start of the event.

A Special Event Permit is valid up to seven consecutive days.

If you have multiple outdoor events during this time period, you will only need one permit for all events; however, each event must be separately documented in the "Event Details" section of the application form.

All activities related to event setup and take-down must be completed within the dates approved on the permit.

DO I NEED TEMPORARY VENDOR PERMITS?

Please check with the Code Enforcement Department to determine if any Temporary Vendor Permits are required.

OTHER EXAMPLES OF OUTDOOR SPECIAL EVENTS THAT REQUIRE A PERMIT INCLUDE, BUT ARE NOT LIMITED TO:

Circuses, fairs, block parties, poker runs, community events, mass participation events, sporting competition events such as running events, bicycle races or tours, or spectator sports such as football, basketball and baseball games, golf tournaments, hydroplane or boat races.



2560 MAIN STREET
SUITE 4
CONWAY, SC 29526
843.915.5150
www.emd.horrycounty.org

SPECIAL EVENT PERMITS

HORRY COUNTY GOVERNMENT
HORRY COUNTY, SC