



Beaufort County Community Development Department

Passive Parks Facility Rental Policy

Applicability

This facility rental policy applies to all **buildings, structures, pavilions, and passive park property** owned by Beaufort County as listed herein, and will be updated as new facilities become available. All rental requests for meetings, conferences, gatherings, or events on passive park properties are subject to this policy and its associated Exhibits. Any questions can be directed to the County's Community Development Department at (843) 255-2140.

Eligible Applicants

Nonprofit, non-political organizations and associations, or government entities and departments, may apply to use Beaufort County Passive Park facilities. Verification of nonprofit status will be required at the time of application submittal. Depending on the event details and facility requested, the application and/or rental fees **may** be waived by the County's Passive Parks Manager. If the rental fee is waived, in the event of damage, the Applicant will be responsible for costs associated with replacement, repair, and/or cleaning of the facility.

Individuals and for-profit, non-political organizations and associations may also apply to use Beaufort County Passive Park facilities and will be subject to the application and rental fees as described herein.

Applicants wishing to use a passive park facility on a reoccurring basis may request to do so at a maximum of once a month per calendar year (January 1 – December 31), subject to availability, and will be required to provide a meeting schedule with their application.

Application Process

The passive park facility rental process begins with the submittal of a completed Facility Rental Application (Exhibit A) to the County Community Development Department's Passive Parks Manager. Receipt of an application should in no way be construed as final approval or confirmation of the request. The Passive Parks Manager will contact the Applicant upon receiving the application and thereafter will serve as the primary point of contact. Applicants are responsible to contact all affected County departments and/or public agencies with regard to related permits or licenses that may be required for the requested event. Please carefully review this policy and the application for contacts needed based on the type of requested event.

Applications will be approved on a first-come, first-serve basis and are required to be submitted **at least thirty (30) working days prior** to the date of the event. If applicable to the requested event, all required documents (i.e. certificate of insurance, secondary permits, etc.) **must** be submitted at the same time as the facility rental payment.

Payment and Cancellation

A **\$20.00** non-refundable processing fee will be required for all submitted applications. The Passive Parks Manager will provide an email notice to the Applicant of approval, or not, **fifteen (15) working days prior** to the date of the event.

The facility rental payment must be received **ten (10) working days prior** to the date of the event. Cash, check, or credit card in the form of Master Card, Visa, or Discover Card is accepted. A fee of 2.5% will be applied to all credit card transactions.

Any and all cancellations and/or event changes must be in writing, signed by the same person who signed the application and paid the rental fee, and must be given to the Passive Parks Manager no less than **five (5) working days prior** to the event date. Refund of the rental fee, less a 25% service charge, will be made to the Applicant if notice is provided within the allocated time frame. Refunds are by check from the Beaufort County Finance Department and will be delivered by mail within 3 weeks. **No refunds will be issued up to five (5) working days before the event date.** The County reserves the right to deny any use or Facility Rental Application. Rental approval will be revoked by the Passive Parks Manager in the case of facilities abuse.

Facility Conditions

Beaufort County provides limited internet and audio-visual equipment, as described in the facility descriptions. Applicants will need to provide their own electronic and/or audio-visual requirements if not otherwise provided as described.

Beaufort County does not provide amenities such as portable restrooms, hand washing stations, sound systems, tents, canopies, chairs, tables, or other equipment not previously disclosed in the facilities descriptions. Applicants are responsible for providing all amenities necessary for the requested event. All anchoring and signage must be accomplished with weights (i.e. sandbags, concrete/water filled barrels, etc.). Ground disturbance, fastening, or attaching to any tree, shrub, or park feature is strictly prohibited.

Food and beverages are allowed in all of the passive park facilities. Beaufort County does **not** provide any food and beverage service. If food and beverages will be catered or provided by the Applicant, all leftover food, beverages, and serving implements must be removed from the premises and disposed of by the Applicant. Tablecloths must be used if Applicant plans on serving food on County provided furniture. Alcohol **may** be allowed on passive park properties by permit only and must follow the compliance requirements detailed in Exhibit B.

Beaufort County recommends one (1) portable toilet for every 250 people who attends the whole, or portion of, an Applicant's event. Ten percent (10%) of provided toilets should be ADA accessible. This figure is based upon the maximum number of attendees at your event during **peak** time. Portable sinks will be required at portable toilet locations if the event has four (4) or more food vendors and/or at a

sink to toilet ratio of 1:10. Beaufort County may determine the total number of required toilets and sinks on a case-by-case basis.

Applicants may be required to contract with the Beaufort County Sheriff's Office, or a private security firm, to provide security to insure public safety. Security deputies should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Beaufort County Sheriff Department procedures, and be approved by the Chief Deputy. Contact the Beaufort County Sheriff's Office for special event information and charges at (843) 255-3200. Private security firms must be South Carolina Law Enforcement Division (SLED) certified.

Applicants are responsible for the set-up, clean up, and reset of the facility within their requested time frame. The end time designated on the application is when all event attendees must leave the premises, and all clean up and reset must be completed by the Applicant, as facilities may be rented back-to-back. Applicants must place all trash in designated receptacles; clean up all food, beverages, serving implements, and supplies; and reconfigure the facility to its original condition before leaving the premises. The cost of any employee time incurred because of an Applicant's failure to clean and/or reset the facility following the event will be borne by the Applicant.

The County's passive park facilities are smoke-free environments and the use of illegal substances is strictly prohibited at any passive park facility.

Facility Descriptions and Rental Fees

The following County Passive Park facilities are available for rental:

- **Crystal Lake Park**
 - Location: 124 Lady's Island Dr., Lady's Island
 - Type: Interior standard conference room
 - Configuration: 20 chairs, six 5' tables, and one 4'x2' media table
 - Max Capacity: 20
 - A/V Equipment: 60" Smart TV connected to 2 HDMI cords; conference phone; wireless internet
 - Hours of Availability:
 - Monday through Friday: 8:00am-5:00pm
 - Saturday: 9:00am-2:00pm
 - Fees: \$50.00 (up to 4 hours)
\$100.00 (4-8 hours)

Insurance and Liability

Applicants requesting to serve alcohol, food, or entertainment are all required to provide Liability Insurance coverage. Where required, the Applicant, or, if applicable, the organization hosting the event, must maintain insurance in the amount of \$1,000,000 General Liability (for food and entertainment requests) and \$1,000,000 Liquor Liability (for alcohol requests) to cover the entire duration of the event. The Applicant must submit to the Passive Park Manager a Certificate of Insurance verifying the required

coverage and specifically identifying “Beaufort County” as an **Additional Insured**. Beaufort County does not sell insurance. This type of insurance policy can be acquired from most private insurance carriers. The insurance certificate must be submitted **at the same time** as the facility rental payment is provided.

In those instances where insurance is not required, the County accepts no responsibility for the personal safety of any person, either inside or outside a Passive Park facility. The County is not responsible for damage, loss, or theft of personal property.

Ethical Standards

The County presumes that all Applicants hosting events at County passive park facilities will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin, and/or disability. Passive park facilities will not be approved for rental by any group that advocates unconstitutional or illegal acts, or whose activities may be contrary to the best interests of the County. No use shall be allowed for an event that presents obvious danger to the safety of persons and property.

Hold Harmless/Indemnification Clause

Applicant/Organization hereby assumes all risks incident to or in connection with the permitted event 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 event or the conduct of Applicant’s/Organization’s operation. Applicant/Organization hereby expressly agrees to defend, indemnify and to save the County 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 event or conduct of its operation or resulting from the negligence or intentional acts or omissions of Applicant/Organization or its officers, agents, and employees.

Exhibit A

Facility Rental Application

Fully complete the entire application and submit 30 working days prior to the event date via mail or hand delivery, with the \$20.00 processing fee, to the Beaufort County Community Development Department at:

Beaufort County Administration Building
Community Development Department
Facility Rental Application
c/o Passive Parks Manager
100 Ribaut Road, Room 115
Beaufort, SC 29901-1228

Permit# _____



Approval Date _____

BEAUFORT COUNTY
FACILITY RENTAL APPLICATION

APPLICANT INFORMATION		
Applicant/Contact Name:		
Organization Name:		
Street Address:		
City/State/Zip:		
Phone Number:		
Email Address:		
EVENT INFORMATION		
Event Name:		
Purpose of Event:		
Primary Event Activities:		
Event Date(s):		
Start Time:	End Time:	Total Time:
Set-Up Begins:	Clean-Up Ends:	
Estimated Attendance:		
Charge of Admittance:		
Private or Public Event:		
Facility Requested:		

<p>Non-profit Organization Fee Waiver Requested: _____ Yes / _____ No <i>If "Yes", non-profit status documentation is required with application.</i></p>
<p>Will tents be used for this event? _____ Yes / _____ No If "Yes", how many and what size:</p>
<p>Will any signs or banners be hung for this event? _____ Yes / _____ No If "Yes", how many and what size:</p>
<p>Will there be any musical entertainment for this event? _____ Yes / _____ No If "Yes", describe type of music and band needs:</p> <p><i>If approved, Applicant understands Law Enforcement may order musical entertainment to cease if determined it may incite a crowd to become unruly and risk injury.</i></p>
<p>Will amplified sound be used for this event? _____ Yes / _____ No <i>If "Yes", Applicant understands amplified sound can only be conducted during the hours of 8:00 a.m. to 10:00 p.m. If approved, this application is not a "noise permit". Law Enforcement may determine that noise during an approved event is offensive to others and may require Applicant to stop the noise.</i></p>
<p>Will portable toilets be used for this event? _____ Yes / _____ No If "Yes", how many and what company (name and telephone number):</p>
<p>Will vendors be included for this event? _____ Yes / _____ No <i>A "vendor" is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise, or services. If "Yes", contact the Beaufort County Business License Department at (843) 255-2270 for a Vendor Permit.</i></p>
<p>If the event will have food vendors, select all that apply: _____ Served / _____ Sold / _____ Catered / _____ Prepared Outdoors <i>For any food preparation or service, Applicant must contact the Department of Health and Environmental Control at (843) 522-9097 for approval. Applicant is responsible for arranging health inspections and providing a plan for clean-up and grease removal. Fire Code requires a fire extinguisher at each cooking location.</i></p>
<p>Will beverages be served or sold at this event? _____ Yes / _____ No</p>
<p>Will alcoholic beverages be served? _____ Yes (<i>Exhibit B applies</i>) / _____ No</p>
<p>Will alcoholic beverages be sold? _____ Yes (<i>SC ABCA permit required</i>) / _____ No</p>
<p>What type of alcohol will be served? _____ Beer / _____ Wine / _____ Liquor</p>

Who will be serving the alcohol?
What are the times alcohol will be served?
What locations within the event site will alcohol be served?
Have you applied for a South Carolina temporary ABCA Permit (State Statute 61-4-550)? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Will any upright tanks (i.e. helium, propane, etc.) be used for this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No <i>If "Yes", all tanks must be secured in a manner to prevent being knocked over and all tanks not being used will be capped/closed appropriately.</i>
Will any portable heaters be used for this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Will any deep fryers be used for this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Will any lasers, torches, fireworks, or candles be used for this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No <i>If "Yes", an application must be submitted to the jurisdictional Fire Department for a County and State Fireworks permit at least 30 days prior to the event.</i>
Will generators or electrical service be used for this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No <i>If "Yes", restrictions may apply and generators cannot be refueled within the event site during event operating hours.</i>
Will security be provided at this event? <input type="checkbox"/> Yes / <input type="checkbox"/> No <u>If "Yes", select all that apply:</u> <input type="checkbox"/> Alcohol Security / <input type="checkbox"/> Event Area Security / <input type="checkbox"/> Overnight Security <input type="checkbox"/> Stage Security / <input type="checkbox"/> Gate Security / <input type="checkbox"/> Money Handling Security <input type="checkbox"/> Other: _____
<u>If "Yes", list dates and times security will be on site:</u>
On a separate sheet, provide a site plan map sketch of the entire event venue, including all event amenities requested (i.e. tents, signs, music stages, toilets/sinks, vendors, alcohol service, first aid station, garbage receptacles, barricades, generators, security, etc.).

I hereby stipulate that I have read and understand all the rules and regulations as set forth by the Facility Rental Application, its instructions, and associated Exhibits and the governing body of Beaufort County for the use of the requested facility and will abide by same and understand that if any required chaperones and/or law enforcement personnel are not present the function will be terminated. I also understand that proof of sufficient insurance may be required at the discretion of the County.

Applicant Signature

Date

For Office Use Only			
Staff Approval (Print Name):			
Staff Approval (Signature):			
Processing Fee	Due: \$20.00	Date Paid:	Payment Type:
Rental Fee	Due: \$	Date Paid:	Payment Type:
Final Inspection			
Staff Initials:		Date:	
Damage/No Damage Notes:			

Exhibit B

Alcohol Policy Compliance Requirements

If approved, the Facility Rental Application will permit the Applicant/Organization to have and consume alcohol at the named facility provided the following rules, regulations, and conditions are understood and adhered to:

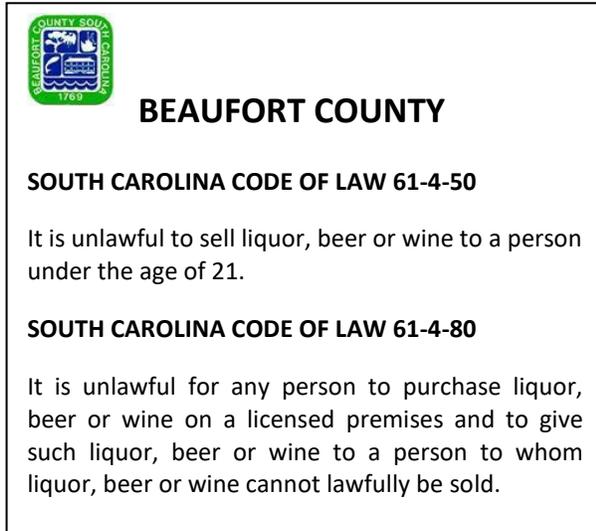
- Approval is only valid on the day requested and only for the hours that the facility is reserved. The County reserves the right to revoke or cancel permit approval for any violation of compliance requirements or abuse of privilege, without rental fee refund.
- The service of alcoholic beverages shall be in compliance with all applicable state and local laws and an approved Facility Rental Application **must** be on site with the event coordinator. The County reserves the right to remove, or have removed, from the facility any person deemed objectionable.
- The facility will be used in a safe manner, with all members of the named Organization complying with all the facility rules and regulations as established by Beaufort County and all applicable laws of the State of South Carolina, including the Alcoholic Beverage Control Act. It shall be the obligation of the Applicant/Organization, and all members of such, to be aware of said rules, regulations, and laws.
- The Alcoholic Beverage Control Act may require the Applicant/Organization to apply to the State of South Carolina for a temporary alcohol permit under certain conditions. It is the Applicant's/Organization's responsibility to determine if a temporary alcohol permit is required under state law. Information on how to receive a temporary alcohol permit can be received from the South Carolina Department of Revenue at (843) 852-3600 or on-line at www.sctax.org.
- Applicant/Organization assumes liability for all damages to County property caused by any member of the event, whether accidental, willful, or the result of carelessness or negligence.
- Applicant/Organization assumes all risk and responsibility for regulating the consumption of alcohol. The Applicant/Organization contact person is responsible for informing all vendors of alcoholic beverage application rules, regulations, and conditions. The County assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.
- Applicant/Organization shall be prepared to provide transportation through a designated driver or commercial taxi/transportation service in the event that there is reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle.
- The event may be inspected at any time by County staff or any public authority, including law enforcement, to ensure compliance with all legal requirements. The County reserves the right to require security officers for groups consuming alcohol, the direct cost of which will be the responsibility of the Applicant/Organization.
- Alcohol shall be consumed only in the immediate area of the rented facility. Applicant/Organization **must** fence or restrict the event area to prevent participants from leaving the area with alcoholic beverages.

- The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol on site before this designated time. All alcohol **must** be removed from the facility by the conclusion of the event.
- Applicant/Organization and all participating vendors **must** discontinue alcohol distribution at a minimum of **15 minutes prior** to the end of the event. All alcohol **must** be cleared from the facility at the end of the event. At no other time may alcohol be present, possessed, served and/or consumed in the public area.
- Serving hours **must** be posted at all serving locations.
- Signs at least 11" x 17" informing participants that alcoholic beverages are prohibited on County streets and sidewalks beyond the boundary of the event permit area **must** be posted.
- Any consumption of alcohol by employees, workers, volunteers, etc. selling the alcohol is strictly prohibited.
- There shall be no glass/plastic bottles or cans served during the event. The contents of any alcohol served or sold in bottles or cans **must** be poured into plastic or paper cups. Alcoholic beverages shall be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
- No more than 2 alcoholic beverages can be sold to a customer at a time. If 2 alcoholic beverages are sold at one time, the vendor **must** ask if the second beverage is going to someone previously ID'd.
- It is a violation to sell liquor, beer, or wine to an intoxicated person (State Code: 61-4-580(A)(2)). Applicant/Organization shall not serve or provide any alcoholic beverages to any person who appears to be intoxicated or to have consumed an excess amount of alcohol.
- It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer, or wine (State Code: 61-4-580(A)(1)). Applicant/Organization shall ensure that no persons under 21 may have access to alcohol and shall require the presentation of valid identification and proof of ownership or retain an independent security agent to comply with this provision.
- Applicant/Organization **must** follow the following Wristband Distribution Guidelines:
 - Applicant/Organization will issue specific colored wristbands to the vendors within the event site and make the Passive Parks Manager aware of the type and color of the wristband used each day for alcohol sales.
 - For multi-day events, a different color wristband will be used each day. Wristband colors must match identically to the wristband distribution log for each day of the event.
 - Anyone 21 years of age or older wishing to consume alcohol at the event on the facility must be wearing the colored wristband assigned to the event on that day in order to be served alcohol.
 - Patrons 21 years of age or older wishing to consume alcohol, must present a valid state ID card or a valid driver's license to receive a valid wristband. Event wristband sellers will be asked to ID the person; however, the final responsibility for abiding the state and local laws lies with the alcohol server.
 - Identification checking/wristband distribution stations must be available throughout the event site.

- Event patrons who are not wearing a valid colored wristband assigned to the event on that day and who are in possession and/or consuming alcoholic beverages will be charged with a violation.
- The following signs **must** be posted as follows:

At each alcoholic beverage service location:

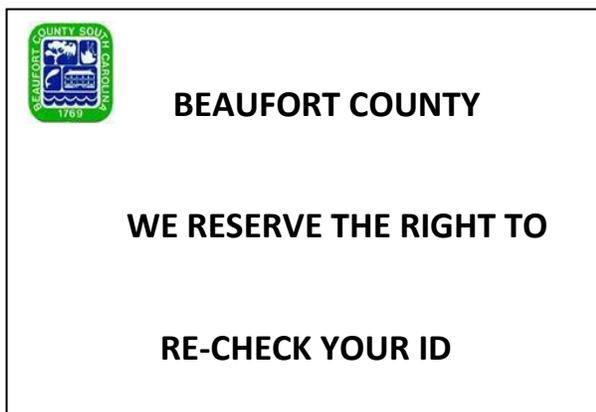
A) SC Must be 21 Sign



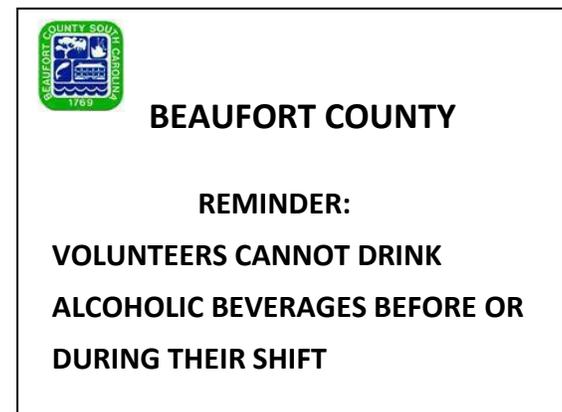
B) Sales Times Sign



C) ID Check Sign



D) Volunteers Sign



E) Wristbands Sign



BEAUFORT COUNTY

WRISTBAND POLICIES

Anyone 21 years of age or older wishing to consume alcohol on public property must wear a County of Beaufort approved wristband.

All individuals consuming alcohol on public property will be required to purchase a wristband for \$1.00 from the event or any participating vendor in the event permit area.

Event patrons who are not wearing a valid wristband, and who are in possession and/or consuming alcoholic beverages, will be charged with a violation of the alcohol policy.

Any consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited

No more than two (2) alcoholic beverages shall be sold to a customer at a time.

It is the policy of Beaufort County to ID any and all.

At each entrance/exit to the event:



BEAUFORT COUNTY

**NO ALCOHOL
ALLOWED
BEYOND THIS
POINT**

F) No alcohol beyond Sign



BEAUFORT COUNTY

**SMOKING, PETS,
BICYCLES &
SKATING ARE
PROHIBITED IN
EVENT SITE**

G) Prohibited Sign (*inside buildings*)