

# Parade / Special Event Permit Application City of Abbeville, SC



**Abbeville**  
SOUTH CAROLINA  
*Pretty. Near. Perfect.™*

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This application shall apply to all events, parades, marches, protests, ceremonies, demonstrations, shows, exhibitions, or processions of any kind. (Code Section 18-76 thru 18-106)

Application for permit must be received **no less than four (4) weeks prior** to the proposed event. (Time restriction may be waived by the City Manager or Chief of Police)

All applicable sections must be completed prior to submitting application for approval.

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Applicant Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Responsible Organization: \_\_\_\_\_ Tel No. \_\_\_\_\_

Organization's Contact: \_\_\_\_\_ Tel No. \_\_\_\_\_

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1. Date of Event: \_\_\_\_\_

2. Describe Type of Event: \_\_\_\_\_  
\_\_\_\_\_

3. Starting and Ending Times for Event: \_\_\_\_\_

4. Site for Event: \_\_\_\_\_

5. Street Closings Requested: \_\_\_\_\_  
\_\_\_\_\_

6. Route Traveled (Parades): \_\_\_\_\_  
\_\_\_\_\_

7. Estimated Number of Units/Vehicles Comprising Parade: \_\_\_\_\_

8. Additional Space/Time Needed for Set-up/Take-Down: \_\_\_\_\_  
\_\_\_\_\_

9. Support Needed from City (electrical, police, etc) \_\_\_\_\_

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10. Will Alcohol Be Served/Available/Consumed at Event: \_\_\_\_\_

If Yes, you must complete the Alcohol Permit Form before application will be approved.

11. Does the Organization Have Liability Insurance: \_\_\_\_\_

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**Event Fees**

Livery Stable: \_\_\_\_\_

Trinity Street: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_ Paid/Date: \_\_\_\_\_

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**I hereby agree to conduct the parade / event under the terms and conditions of the application I have completed.**

\_\_\_\_\_  
Applicant Signature

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**Approved by:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
SC Department of Transportation *(If Required)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

## Permit Guidelines

1. The applicant understands that he is responsible for insuring that no participant violates any state or federal law, or city ordinance. The City of Abbeville has ordinances relating to excessive noise. (Code Sec. 11-4).
2. The applicant is responsible for disseminating all requirements to all participants. The applicant agrees to hold harmless the City of Abbeville and any and all public officials required to assist in the conduct of the event from any and all liability arising from the conduct of the participants.
3. All participants must stay on the sidewalks unless involved in a parade. This permit does not allow for pedestrian traffic on streets other than at crossings. This permit should not be construed to grant permission, either expressly or implicitly, to enter onto any property not directly controlled by the City of Abbeville, SC.
4. Participants shall obey all traffic and pedestrian laws.
5. Participants shall conduct their event only at the time and location noted on the application.
6. The conduct of the event will not require the diversion of so great a number of police officers of the city to prevent normal police protection duties.
7. The concentration of people and vehicles at assembly points of a parade will not interfere with fire and police protection to areas in and adjacent to the assembly area.
8. The conduct of the event will not interfere with the movement of fire protection equipment en route to a fire.
9. The conduct of the event is not reasonably likely to cause injury to persons or damage to property, to provoke disorderly conduct, or create a disturbance.
10. The parade is expected to move from its point of origin to its point of termination without unreasonable delays.
11. Events are not allowed to be held for the purpose of advertising any product, cause, or goods, and are not allowed to be held for private profit. Ticketed events must be sponsored by a valid non-profit organization. **All permitted events must have a non-profit purpose.**
12. All participants will obey the alcoholic beverage ordinance:
  - A. Absolutely no alcoholic beverages in a motor vehicle (pertains to all passengers, occupants, and drivers of motor vehicle).
  - B. No buying or selling of any alcoholic beverage unless a special permit has been granted and approved by the City Manager that is agreeable to the City of Abbeville's alcohol policies and rules.
  - C. No possession of any open container of alcoholic beverage on any street, sidewalk or public place unless a special permit has been granted and approved by the City Manager that is agreeable to the City of Abbeville's alcohol policies and rules.