***P.O. Box 1449, 21 N. Main Street, Sumter, SC 29151***
***Contact: Lynn Kennedy, ~~774~~-1659 FAX # 774-3975***

# FESTIVAL OR EVENT REQUEST FORM

**Date** __/____/____

- REQUESTED LOCATION OF FESTIVAL/EVENT:_____
- DATE OF FESTIVAL/EVENT:____/____/____ FESTIVAL/EVENT OPEN TO THE PUBLIC?_____
- WILL THERE BE A FEE FOR PARKING?_____ WILL THERE BE A FEE FOR ADMISSION?_____
- WHAT ADDITIONAL FEES, IF ANY, WILL BE PAID BY THE PUBLIC?_____
- EVENT START TIME: _____ EVENT END TIME:_____
- EVENT SETUP TIME: _____ EVENT BREAK DOWN TIME:_____
- ***DETAILS OF FESTIVAL/EVENT (Entertainment, Vendors, Food & Beverages, etc.)***:_____

  _____

  _____

  _____

- POWER SOURCES NEEDED FOR EACH VENDOR:_____
- ***DETAILS OF EQUIPMENT/SERVICESPROVIDED BY ORGANIZATION***:_____

  _____

  _____

  _____

- ***DETAILS OF EQUIPMENT/SERVICES FROM THE CITY OF SUMTER***:_____

  _____

  _____

  _____

- APPROXIMATE NUMBER OF PERSONS: _____ VEHICLES: _____
- BASED ON ATTENDANCE WILL YOU PROVIDE ADDITIONAL PORTABLE RESTROOMS?_____
- WILL THERE BE SECURITY PROVIDED? _____ WILL THERE BE SIGNAGE?_____
- ***WHAT TYPE OF PROMOTIONAL ITEMS OR MEDIA WILL BE USED?***_____

  _____

- APPROXIMATELY HOW MUCH MONEY WILL BE SPENT ON ADVERTISING?_____

- ***GIVE PURPOSE FOR FESTIVAL/ EVENT:*** _____

  _____

  _____

- ***SPONSORING ORGANIZATION OR GROUP:*** _____

  _____

- ***INSURANCE COMPANY***:_____

- ***DO YOU AND YOUR VENDORS HAVE ALL REQUIRED PERMITS AND LICENSING?***_____

- ***WHAT MEANS OF TRASH DISPOSAL AND CLEAN UP WILL YOU PROVIDE***?_____

  _____

| | |
|---|---|
| _____ | _____ |
| ***Signature*** | ***Contact Number & Email Address*** |
| _____ | _____ |
| ***Printed Name*** | ***Mailing Address*** |

***(Please attach any additional diagrams or information not on application)***

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***For Internal Use Only:***

***REQUESTED DATE OF FESTIVAL/EVENT: ____/____/____***

**Police Department:** Approved _____ Not Approved_____

Explanation for festival/event not approved: _____

_____ **Signature:** _____

**Public Service Department:** Approved _____ Not Approved_____

Explanation for festival/event not approved: _____

_____ **Signature:** _____

**Construction/Electrical Department:** Approved _____ Not Approved_____

Explanation for festival/event not approved: _____

_____ **Signature:** _____

**Communications Director:** Approved _____ Not Approved_____

Explanation for festival/event not approved: _____

_____ **Signature:** _____