



P.O. Box 1449, 21 N. Main Street, Sumter, SC 29151

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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/SERVICES PROVIDED 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?** _____
