

TEMPORARY USE PERMIT FOR SPECIAL EVENTS CHECKLIST

(Before permit can be issued the following must be attached)

- () Description of Events, Times, and Vendors
- () Copy of Business License/Clearance form
- () Letter of Permission of property owner
- () Coordination from DHEC (Food Vendors)
- () Proof of Security Coordinated through Police Department
- () City Manager (Linda Hammett Office)
- () County Administrator (Mary Blanding Office)
- () Notification of Sumter Fire Department Inspection Section

NOTE: For Use of “City own Property” attached a copy of the City’s Festival or Event Form completely filled out and signed by appropriate office. A copy of the form can be picked up at the visitor’s center located at 822 W. Liberty St; Phone: 436-3640.