

From: [City of Sumter](#)
To: [City of Sumter](#); [Staci Johnson](#); [Stephanie Smith](#); gailhyatt@sc.rr.com
Subject: City of Sumter Special Event Application - Gail Hyatt
Date: Tuesday, January 20, 2026 11:11:24 AM

City of Sumter

City of Sumter Special Event Application

Thank you for your interest in hosting a special event in the City of Sumter.

Applications will be reviewed by City staff. During the review process, staff will work with the applicant to discuss questions and potential changes. Acceptance of an application does not imply approval of an event. If the application is approved, a Special Event Permit will be issued to establish the terms and conditions of hosting the event; all events must adhere to the City of Sumter Special Event Rules and Conditions. The signed Special Event Permit must be on-site the day of the event. The permit may be revoked if the event does not adhere to the City of Sumter policies. For additional information, call (803) 847-8020.

The event organizer is solely responsible for all special event-related contracts and agreements. The City of Sumter has no responsibility for any performances, contracts, or agreements connected with the event unless exempted by the City Manager and specified in the Special Event Permit.

Entry Details

REQUESTED DATE OF EVENT	5/16/2026
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RULES AND CONDITIONS:

- * Applicant must provide a copy of Driver's License two-weeks prior to event.
- * No admission fees/donations may be collected, received or given out onsite during the event.
- * If event is ticketed, all sales must occur prior to event and may not occur onsite.
- * Events held for the benefit of a specific individual or individuals are not allowed, since the community at large does not benefit. Public property cannot be used for private gain.
- * All city property, parks, rights-of-way, sidewalks, etc. shall remain open to the

public during event, if approved.

- * Any park requests will only be allowed during regular business hours (7:30am-Sunset).

- * Vehicle parking unless loading or unloading during an event is restricted to designated parking areas only.

- * No nails, screws or tacks are allowed for decor.

- * No digging, trimming, or otherwise altering the landscape of the venue.

- * No stakes or poles may be hammered into the ground.

- * No bouncy houses allowed onsite.

- * No helium balloons allowed onsite.

- * No alcoholic beverages allowed onsite.

Exemption requests must be approved by City Council Resolution six weeks in advance of event date.

- * No smoking allowed onsite.

- * No fireworks may be set off onsite.

- * No weapons of any kind allowed onsite.

- * No feeding, harassment, or otherwise impacting the wildlife associated with the venue.

- * All children/youth under the age of 18 must be supervised by an adult at all times.

- * Any event where more than 50 people are gathering will require security (Fees Apply).

- * Any food trucks/vendors must be self-contained, providing their own power/water, and may not empty waste or grey water onto event or surrounding public areas, including streets and stormwater drains.

- * All vendors selling goods at your event, must have a permit from the Sumter City-County Business License office - (803) 774-1601 and the SC DOR Form 111.

- * Cooking tents shall be separated from other tents by 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, tree/shrub or any park structure.

- * The space must be left clean, and all trash disposed of in proper receptacles. All litter or debris generated within a minimum of a 25-foot radius around the event area shall be collected and removed by the event organizers immediately following

event.

* Event insurance is required for all events held on City property.

* Use of City logo(s) are prohibited on all promotional material for event.

* The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.

I HAVE READ AND AGREE TO ALL OF THE ABOVE RULES AND CONDITIONS.

Yes

I AGREE THAT I MAY BE RESPONSIBLE FOR THE COST OF SECURITY.

Yes

I AGREE THAT A REQUEST FOR ELECTRICAL IS NOT GUARANTEED.

Yes

WHAT TYPE OF EVENT ARE YOU HOSTING?

Parade

WHAT ARE YOU REQUESTING APPROVAL OF FOR YOUR EVENT?

Road Closure
Use of Sidewalk

REQUESTED LOCATION OF EVENT

Lineup on University Drive/Theatre Drive/Miller Road/USC Sumter, Right on Miller Road, Left on Alice Drive, Left on Liberty Street, Ending at the Sumter County Civic Center.

ATTACH A MAP OF YOUR DESIRED EVENT LAYOUT.

Iris Festival Parade Map.JPG

HOW WILL THE EVENT BE ORGANIZED?

General Event Crowd

WILL THERE BE SIGNS OR BANNERS AT THE EVENT?

Yes

NAME OF YOUR EVENT

Iris Festival Parade

SETUP TIME STARTS:

8:00 AM

EVENT START TIME:	10:00 AM
EVENT END TIME:	11:30 AM
CLEAN UP TIME COMPLETED:	12:00 PM
HOW MANY PEOPLE ARE EXPECTED?	2,500
HOW MANY CARS ARE EXPECTED?	75
DESCRIBE YOUR EVENT:	Annual Iris Festival Parade
WHAT IS THE PURPOSE/GOAL OF THE EVENT?	Parade showcasing local schools, churches, car clubs, and businesses.
WILL YOUR EVENT HAVE VENDORS?	No
WILL VENDORS REQUIRE ELECTRICITY?	No
BASED ON ATTENDANCE, WILL YOU PROVIDE ADDITIONAL PORTABLE RESTROOMS?	No
WILL ANY OF THE FOLLOWING BE BROUGHT ONSITE?	Live Entertainment Amplified Sound
WHAT EXPECTATIONS DO YOU HAVE OF THE CITY FOR YOUR EVENT?	Road closures with traffic control. Electricity at the main entrance of Swan Lake for the parade's emcee.
ADDITIONAL REQUESTS OR EVENT INFO:	City Council participation
NAME OF APPLICANT (EVENT ORGANIZER):	Gail Hyatt
EMAIL	gailhyatt@sc.rr.com
PHONE	(803) 983-3916

APPLICANT ORGANIZATION:	Evening Optimist Club of Sumter
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ORGANIZATIONS ADDRESS	PO Box 2883, Sumter, South Carolina 29151
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MY ORGANIZATION IS TAX-EXEMPT 501(C)(3)	No
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ORGANIZATIONS WEBSITE:	https://n/a
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NAME OF YOUR INSURANCE COMPANY COVERING EVENT?	CRW of Sumter
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APPLICANT'S SIGNATURE	Captured
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