



**West Columbia Riverwalk
Amphitheater & Greenway
Use Permit Application
Form 06-2014**



Application Date: _____

Date of Use: _____

Hours of Activity: Start Time: _____ Ending Time: _____ (includes setup & break down)

Name of applicant: _____ Sponsoring Group: _____

Relation to sponsoring group (if applicable) _____

Address: _____ City: _____ State _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Fax: _____ E-mail: _____

Brief Description of Activity including # of people attending, set-up of tables, booths vendors, stage, music, microphones, and if a fee event – the name of fee recipient (use attachment if needed): _____

If event includes a route of procession (e.g.; walk-run event), please provide specific route: _____

Would you like to be listed on our events page on our website? _____ Yes _____ No

PERMIT TYPE: (Please indicate appropriate type by check mark)

Amphitheater: _____ with power * \$ 125.00 /day _____ without power* \$ 100 /day

***These are minimum amounts. Fees may increase due to size and scope of event**

TOTAL SUBMITTED: \$ _____ (Make check payable to “City of West Columbia Greenway Fund” and attached to application – see attached Rules for Refund Policy)

Liability Insurance may be required for some events. If required, proof of insurance must be submitted to the City of West Columbia, or event is null and void.

Office Use Only: Determination of Event Insurance: _____ Yes (attach proof of insurance to permit)
 _____ No (Initial)

****PERMITTEE MUST HAVE PERMIT IN THEIR POSSESSION WHILE ON CITY PROPERTY****

I/We hereby stipulate and agree to indemnify and forever hold harmless the City of West Columbia against any and all claims and demands or actions which may hereafter be made or instituted against said West Columbia, arising out of our occupancy of the above-named facility. I/We further agree to assume all costs of damage to the park/facility and/or contents during the period authorized and all results of said use of park/facility and/or contents. I/We have read the rules and regulations as set forth in the “City of West Columbia Greenway User Rules” section (attached), the “Non-Refundable Rates” section (attached) and agree to comply with these set rules and rates as stated by the City of West Columbia.

Signature of person directly responsible: _____ Date signed: _____

Approved/Disapproved by: _____ Date approved: _____

Executed Permit Sent to Applicant: _____ Copies Sent to Parks: _____ Police: _____

Please Send Completed Permit Form and Check to: **Riverwalk Amphitheater Rental Department**
City of West Columbia, PO Box 4400, West Columbia SC 29171
Phone (803) 939-8614 or 939-8608 Fax (803) 939-8634

<p>OFFICE USE ONLY: West Columbia Inspection: _____ Permit Available at time of event _____ Satisfactory clean up _____ Unsatisfactory COMMENTS: _____ _____</p>



**West Columbia Riverwalk
Amphitheater & Greenway
Use Permit Application
Form 06-2014**



CITY OF WEST COLUMBIA AMPHITHEATR AND GREENWAY USER RULES:

- The City of West Columbia reserves the right to approve or disapprove the application for rental.
- All fees must be paid in full upon submission of application. Fees are 75% refundable with a 72-Hour cancellation notice. However, events are all weather, and no refunds will be given due to unfavorable weather.
- The City of West Columbia reserves the right to approve or disapprove the type, number and placement of all structures; including but not limited to booths, tents, displays and cooking apparatus. Request for special equipment or assistance must be part of the permit application.
- The sale or distribution of alcoholic beverages is strictly PROHIBITED.
- A restroom facility is located adjacent to the parking lot area, located near Alexander Road.
- Vehicles are not permitted to stop or park except in designated parking, loading or unloading zones.
- The permittee is responsible for his/her group and is responsible for any damages incurred during use of the facility.
- It is agreed and understood that permittee is solely responsible for the condition and cleanliness of facility used during the term of the permit and agrees to return/leave said property in the same condition as found.
- The permittee is responsible for making sure that trash is picked up and placed in the cans provided.
- The Riverwalk must be free of all debris, props, staging, equipment, etc. immediately after event, unless otherwise authorized by the City of West Columbia. If items are not removed, items are subject to become property of the City of West Columbia
- Permittee agrees to assume cost of providing security and crowd control when such is deemed necessary by the City of West Columbia.
- Strict adherence to safety standards is required. In case of emergency, contact the Public Safety Department by using the Emergency Call boxes located throughout the Park. They can also be reached by calling 911.
- Permittee agrees that he/ she will faithfully use and occupy these facilities in accordance with the laws and regulations of South Carolina, and the ordinances of the City of West Columbia



**West Columbia Riverwalk
Amphitheater & Greenway
Use Permit Application
Form 06-2014**



NON-REFUNDABLE DEPOSIT RATES:

Amphitheater with power--	*\$125.00 /day
Amphitheater without power--	*\$100.00 /day
Catering Space--	No additional deposit required

***These are minimum amounts. Fees are subject to increase due to size and scope of event**

****Deposits are 75% refundable with a 72-Hour cancellation notice.** However, events are all weather, and no refunds will be given due to unfavorable weather.

*****Special events requiring a “practice” period will be given a set practice time at no additional charge over the initial deposit. Special events include, but are not limited to, wedding rehearsals, concerts or performances, and educational presentations.**

If items used during rental of facilities are left on the Greenway after completion of event, those items are subject to:

- Becoming property of the City of West Columbia; and/or
- Incurring rental fees during time items remain on Greenway until time items are removed.

NOTE: The Amphitheater is a public park and cannot be gated; however, if there are any funds collected at this event, the City needs to know the name of the organization to which the checks/funds are paid.