



CITY OF SENECA USE OF CITY STREETS/PROPERTY APPLICATION

221 E. North 1st Street (PO Box 4773 Seneca, SC 29679)

Phone No: 864-885-2700 Website: www.seneca.sc.us

PLEASE READ CAREFULLY BEFORE SUBMITTING APPLICATION

- APPLICATION MUST BE SUBMITTED TO THE FINANCE DEPARTMENT 30 DAYS IN ADVANCE.
- COPY OF INSURANCE INFORMATION MUST BE PROVIDED WHEN SUBMITTING APPLICATION (Liability Insurance is required in the amount of \$250,000 per occurrence and \$1,000,000 maximum.) Provide Copy of policy, certificate of insurance, or other proof of coverage. *The City of Seneca must be listed as co-insured and specific place of event must be listed on the policy.*
- MOBILE FOOD VENDING PERMIT (*contact the planning dept at 864-885-2726*)
- ALL FOOD TRUCKS MUST BE INSPECTED BY THE FIRE MARSHAL (*contact the planning dept at 864-885-2726.*)
- COPY OF RETAIL FOOD PERMIT (*contact SC Dept of Agriculture*)
- CITY BUSINESS LICENSE AND/OR VENDOR LICENSE (*contact the business license office at 864-885-2791.*)
- ALL CITY FEES, DEPOSITS AND/OR LICENSE MUST BE PAID BEFORE THE USE OF CITY STREETS OR PROPERTY.
- IF YOU NEED POWER, PLEASE CONTACT LIGHT & WATER (864-885-2723.)
- 2% HOSPITALITY TAX ON GROSS PROCEEDS DERIVED FROM THE SALE OF PREPARED FOODS AND BEVERAGES WITHIN THE CITY LIMITS OF SENECA WILL BE DUE BY THE 20TH OF EVERY MONTH. (*Please see attached reporting form. For questions contact the business license office at 864-885-2791.*)
- EMAIL APPLICATION TO kwilkes@seneca.sc.us
- *IF YOU'RE HAVING VENDORS AT YOUR EVENT, COMPLETE THE VENDOR INFO SHEET.*

PLEASE NOTE: THE CITY WILL NOT ISSUE THIS PERMIT IF SUCH EVENT WILL LIKELY DISTURB THE PEACE AND TRANQUILITY OF THE CITY OR IF IT VIOLATES ANY CITY ORDINANCE, STATE OR FEDERAL LAW



CITY OF SENECA USE OF CITY STREETS/PROPERTY APPLICATION

Date of Application

Date & Time of Use

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Applicant or Organization Name

Contact Person

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Mailing Address

Phone No.

Email Address

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Location of Event

Proposed Use

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Start & End Time

Estimated No of Participants

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Are utilities or other city services required? (ex: police, garbage) Yes ____ or No ____
(If yes please list below) **Required Police Fee: \$50 per hour (per Officer)**

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Will vendors be at your event? Yes ____ or No ____ (if yes, complete the vendor info form)

INSURANCE INFORMATION (REQUIRED-Please submit a copy of the policy)

Company

Agent/Contact Person

Phone No

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Policy No

Coverage Date

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Applicant Signature:

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VENDOR INFORMATION

All vendors are required to have a City of Seneca Business/Vendor License and adhere to all policies and procedures.

Business Name:

Contact Person:

Phone No:

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Business Address:

Email Address:

Type of Business:

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Business Name:

Contact Person:

Phone No:

--	--	--

Business Address:

Email Address:

Type of Business:

--	--	--

Business Name:

Contact Person:

Phone No:

--	--	--

Business Address:

Email Address:

Type of Business:

--	--	--

Business Name:

Contact Person:

Phone No:

--	--	--

Business Address:

Email Address:

Type of Business:

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**If you need more space attached an additional sheet.*

CITY OF SENECA PROPERTY RENTAL APPLICATION

I/We, _____ understand that we are fully responsible for the following items below being rented from the City of Seneca. All rental fees are required to be paid at least seven (7) business days before the event.

Please Note: Any damage that occurs to City Property (tents, tables, chairs, stage, cones. Trash cans, etc) because of inclement weather and/or careless use will be billed to the renter.

Signature

Date

QUANTITY	ITEM	FEE
	10X10 TENT	\$35.00-Per Tent
	20X20 TENT	\$75.00-Per Tent
	TABLES	\$2.00-Per Table
	CHAIRS	\$1.00-Per Chair
	STAGE	\$300.00
	POLICE	\$50 Per Hour (Per Officer)

For Office Use:

Approved By: _____

Use of City Streets & Property
Liability Insurance Information

- **PLEASE NOTE: INSURANCE INFORMATION MUST BE PROVIDED WHEN APPLICATION IS SUBMITTED.**

The City of Seneca requires the following information on a Certificate of Liability Insurance Form:

- LIABILITY INSURANCE in the amount of \$250,000 per occurrence and \$1,000,000 maximum is provided.
- Copy of policy, certificate of insurance, or other proof of coverage attached with the CITY OF SENECA listed as co-insured/certificate holder.
- COI must have the signature of the Authorized Representative of the Insurance Company.
- Coverage From and To Dates must cover the date of the event.
- Detailed description of the event with date and time.
- You may purchase insurance from your own insurance company, or you can contact Gather Guard (see enclosed brochure for detailed information.)

- **There is a \$50 fee per hour (per Officer) that is required for Police.**

If you have any additional questions, listed below is The City of Seneca contact information.

- Lt. John Williams City of Seneca Police Department-864-885-2718 (Route Approval for walks or parades)
- Seneca Light & Water Plant Customer Service -864-885-2723 (Utilities, Electricity, Water)
- Janice Cobb-City of Seneca Public Works-864-885-2750 (Garbage)
- Heather Strother-City of Seneca Planning Dept-864-885-2726 (Mobile Food Vending Permit)
- Michelle Robinson-864-885-2709 (Chairs, Tables & Stage Rental)
- Riley Johnson-City of Seneca Events Coordinator-864-723-3910
- Eunice Colchado-864-885-2791 (Business License & Hospitality Tax)
- If you would like, you may add a letter of explanation about your event.
- Please fill out the first page and make a copy for your records, then return to City Hall.

- **NOTE: The City will not issue this permit if the issuance of such will likely disturb the peace and tranquility of the City.**



CITY OF SENECA HOSPITALITY TAX REPORTING FORM

Month & Year: _____

Business Name & Address: _____

Phone No: _____

Email Address: _____

FEI or SS# _____

GROSS PROCEEDS: \$ _____

2% OF GROSS PROCEEDS: \$ _____

5% Penalty (per month if late): \$ _____

TOTAL DUE: \$ _____

Signature: _____

I hereby certify that I have examined this return and to the best of my knowledge and belief it is a true and complete return.

- **2% Hospitality Tax on gross proceeds derived from the sale of prepared foods and/or beverages within the city limits of Seneca will be due by the 20th of every month. The penalty on delinquent fees is 5% of the unpaid fee for each month or portion thereof after the due date until paid. For questions, please contact the Business License office at 864-885-2791.**

Approve Disapprove

Signature

Scott Moulder City Administrator			
Danielle Smith Finance			
Casey Bowling Police			
Richie Caudill Fire			
Bob Faires Light & Water			
Xavier Bauguess Planning			
Ernie Beck Public Works			
CJ Gleaton Recreation			
Casey Alexander Grounds & Landscape			
Randy Molloseau Building & Projects			
Riley Johnson Events			
Mayor or Mayor Pro Tem			



Risk Management Services

GatherGuard Liability Coverage

www.masc.sc (keyword: GatherGuard)

Does your city allow private use of its facilities?

Give your city extra peace of mind by offering GatherGuard liability coverage.

Why should your city offer coverage through GatherGuard?

Many cities allow individuals and groups to use or rent municipal-owned facilities. When someone is injured at one of those events, they may sue the city and the event organizer. Dealing with claims, regardless of their merit, can be expensive and time consuming.

When individuals purchase GatherGuard coverage for their event, your city is automatically named as an additional insured on the policy. This gives added assurance that your city will be protected from claims arising from an event held on city property.

GatherGuard provides \$1 million in liability protection for many types of events, such as concerts, reunions, job fairs, weddings, poetry readings, baptisms, quinceañeras and auctions. Event attendance is limited to 5,000 people.

Liquor liability coverage also is available.

Individuals and groups who use city property are often unaware that they can be held legally and financially responsible for injury, accidents and property damage resulting from their event. GatherGuard keeps them protected.

How does GatherGuard work?

Individuals purchase coverage online from GatherGuard.com. After event information is entered into the secure website, an instant quote is generated, and the policy can be purchased with a credit card.

Costs are based upon the event type, number of people, level of risk, length of the event, special requirements and amount of coverage needed.

By offering GatherGuard, your city helps individuals and groups protect themselves and their guests, and the city gets an extra layer of protection against loss.

A certificate of insurance is sent to the purchaser and the city via e-mail.

For additional information, contact Susan Kludjian at 800.370.2106
or visit www.gatherguard.com.

This program is sponsored by



RMS
Risk Management
Services