



CHARITY & SPECIAL EVENTS PERMIT REQUEST

Elgin Town Hall, Elgin South Carolina

TODAYS DATE _____

NAME OF ORGANIZATION _____ 501(3)(c) NUMBER _____

TYPE OF CHARITY OR SPECIALITY EVENT _____ TAX ID # _____

APPLICANT/AUTHORIZED AGENT NAME _____ PHONE #(s) _____

EVENT TYPE _____ DATE(s) OF EVENT _____

EVENT ADDRESS _____

THE FOLLOWING IS A LIST OF REQUIREMENTS/CONDITIONS TO ACQUIRE PERMIT

1. Charities must obtain a zero dollar permit from the town of Elgin.
2. Approved events other than 501(3)(c) or non profit organization will be charged a \$5.00 filing fee
3. Permit request must be made fourteen (14) days prior to the event.
4. Entity obtaining the permit must show evidence of being a charity, 501(3) (c) or a nonprofit status.
5. Charity must provide evidence, in writing; they have the approval of the business owner to hold the event at the business location, on the date specified.
6. Charity representative/participants must remain fifteen (15) feet from the roadway edge or curbing.
7. Event merchandise and activity must not obstruct the designated or customarily-used parking spaces at the business location.
(That is, there must be open parking spaces available to customers of the event, and there must be free and clear access to the parking spaces).
8. Tents may be used as long as they are secured to remain in place in times of unexpected or high winds.
9. There should be no disruptions of the flow of traffic.
10. All trash and debris will be removed from the site upon completion.
11. No on Main Street negotiations shall be conducted.
12. In ground or other signage, for advertising, of any type, regardless of size, is prohibited without proper permitting.

Note: Violations of the requirements of the permit could result in the responsible party being summoned to municipal court; subjecting the party to up to a \$500 dollar fine and loss of privilege in obtaining a permit in the future.

Special Conditions:

- **Car Washes for Charity**
Special car washing soap that is biodegradable must be used to ensure the town of Elgin is in compliance with the requirements of the DHEC MS4 permit held by the town in its participation in the Clean Water Act of 1972, legislation that led to the Storm Water Management Program requirements.
- **Garage Sale/Yard Sales in other than Residential Districts – Charity Related**
 1. Limited to two (2) per calendar year, and only 1 per business site.
 2. All above listed rules apply to garage/yard sales; in addition:
 - * Display of garage sale tables must meet zoning lot ordinance requirements (see “Lot Setbacks” in the Zoning Ordinance book at Town Hall).
 - * The display must not occupy the designated or normal parking spaces of the business. There must be adequate parking at the business, so that vehicles at the business, so that vehicles do not have to stop on the side of the highway to exit vehicle, exposing garage sale/yard sale customers to danger of traffic on the highway.

Note: “Boot” drives are not permitted for liability reasons.

SIGNATURE OF RESPONSIBLE PARTY

APPROVAL SIGNATURE - ZONING ADMINISTRATOR