



## **CITY OF SENECA USE OF CITY STREETS/PROPERTY APPLICATION**

*221 E. North 1<sup>st</sup> Street (PO Box 4773 Seneca, SC 29679)*

*Phone No: 864-885-2700 Website: [www.seneca.sc.us](http://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*)
- 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 20<sup>TH</sup> 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](mailto: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, bathrooms, garbage) Yes \_\_\_  
or No\_\_\_ *(If yes please list below)* Bathrooms are open from 10 a.m. to 8 p.m. If needed  
earlier, you must specify the time below. Police presence, if required, incurs a \$62/hour fee  
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.*

<b>Business Name:</b>	<b>Contact Person:</b>	<b>Phone No:</b>

<b>Business Address:</b>	<b>Email Address:</b>	<b>Type of Business:</b>

<b>Business Name:</b>	<b>Contact Person:</b>	<b>Phone No:</b>

<b>Business Address:</b>	<b>Email Address:</b>	<b>Type of Business:</b>

<b>Business Name:</b>	<b>Contact Person:</b>	<b>Phone No:</b>

<b>Business Address:</b>	<b>Email Address:</b>	<b>Type of Business:</b>

<b>Business Name:</b>	<b>Contact Person:</b>	<b>Phone No:</b>

<b>Business Address:</b>	<b>Email Address:</b>	<b>Type of Business:</b>

*\*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. 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**

<b>QUANTITY</b>	<b>ITEM</b>	<b>FEE</b>
	10X10 TENT	\$35.00-Per Tent
	20X20 TENT	\$75.00-Per Tent
	TABLES	\$2.00-Per Table
	CHAIRS	\$1.00-Per Chair
	STAGE	\$1000.00

**POLICE OFFICERS: \$62 per hour for each officer.**

<b>Number of Officers:</b>	<b>Times Needed:</b>	<b>Total Due:</b>

**Please note:** If you need power, you'll need to contact Seneca Light & Water at 864-885-2700. Bathrooms are open from 10 a.m. to 8 p.m. If needed earlier, you must specify the time 48 hours in advance. For races, include a copy of the route with your submission.

**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.)

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

- Riley Johnson-City of Seneca Events Coordinator-864-723-3910
- 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)
- 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.



## 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 20<sup>th</sup> 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 Administrator			
Josh Riches Light & Water			
Ryan Thomas Administration			
Danielle Smith Finance			
Casey Bowling Police			
Richie Caudill Fire			
CJ Gleaton Recreation			
Casey Alexander Grounds & Landscape			
Ernie Beck Public Works			
Randy Molloseau Building & Projects			
Xavier Bauguess Planning			
Riley Johnson Events			
Mayor/Mayor Pro Tem			