

**Special Events Committee- Regular Meeting  
City of Westminster  
February 23  
City Hall Conference Room**

**I. Call to Order**

**II. Approval of Minutes from November 1, 2023**

**III. Staff Discussion**

- a. Budget Update: \$6,497.66 remaining
- b. Proposed Changes for Special Events Committee
  - i. Staff Handle Applications?
  - ii. Committee oversees the following events:
    - 1. Boo on Main
    - 2. Christmas
    - 3. Parades (not affiliated with a festival)
    - 4. Juneteenth
    - 5. Others?

**IV. Routine Business**

**V. Old Business**

- a. Reflections from Christmas

**VI. New Business**

- a. Special Event Applications
  - i. Crossroads #2 Baptist Church: 3 Crosses Good Friday at Retreat Street Park (March 29)

*Crossroads Church requests access to Retreat Street Park for a service on the Park beginning at 6:30pm with music. They will request Bathrooms at Chauga Ridge Coffee, but if unavailable, they will furnish porta johns.*

*City Resources Required: Police to shut off Retreat Street at 6:00pm and City provide electricity for sound equipment. Staff Recommends Approval.*

- ii. El Charro: Cinco de Mayo Celebration (May 4, 2024)

*El Charro requests a special event application to allow food trucks and music between Lucky and Retreat Streets on E Main Street.*

*City Resources Required: Police shut off E Main Street at 4:00pm, have a presence at the event, and requested \$1,000 from City to cover costs of band and portajohns. The Events Committee would appropriate the funds from their budget. Staff Recommends Approval.*



*Together We Grow*

**Special Events Calendar (confirmed events scheduled for downtown)**

- **March 9, 2024: City Tree Giveaway**
- **March 16, 2024: City Birthday**
- **April 20, 2024: Music on Main**
- **May 18, 2024: Music on Main**
- **June 18, 2024: Juneteenth with Dr. Rhondda Thomas (Clemson University)**

**Special Events Committee- Regular Meeting  
City of Westminster  
November 1, 2023  
Police Training Center- Behind City Hall**

- I. Call to Order- 2:01pm**
  - a. Present Members: Reese, May, Snipes
  - b. Staff: Osbon, Patterson
- II. Approval of Minutes from September 20, 2023**
  - a. Approved by Unanimous Consent
- III. Budget Update**
  - a. No change since last meeting. Added in the budget the following items \$8,019.49:
    - i. \$200 in prizes for parade- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Float, Most Creative. Motion by AR and Seconded by RM. Unanimous.
    - ii. Additional Christmas Decoration Purchases.
    - iii. Purchase Hot Chocolate for Police for Tree Lighting Event. figure out how to get canisters.
- IV. Routine Business**
  - a. Consideration of Veterans Day Parade Event Application
    - i. Approved Unanimously.
    - ii. Special Events Committee Requested that Staff attempt to place American Flags on poles before parade.
    - iii. Westminster Baptist is placing white crosses on its lawn to commemorate the event.
- V. Old Business**
  - a. Reflections from Bigfoot
    - i. Overall successful event. No medical or police required "events." Alcohol sales went mostly smoothly. Staff and ID Checking company helped Bigfoot staff keep participants in the drinking zone.
  - b. Reflections from Boo on Main
    - i. Great community event. Hundreds of participants into downtown. Lots of candy consumed.
- VI. Christmas**
  - i. Parade form opens up today; will begin pushing on FB ASAP
  - ii. Decorating will be the week before Thanksgiving, November 20-22, and extending the week after if necessary.
    1. Volunteer Meeting on November 13 at 6:00pm in depot. Follows direction from council to include the public when possible and looks to get more residents involved and to buy in.
  - iii. Christmas Tree Lighting:
    1. As of last meeting: Juanita McMillan singing coordination. Pleasant Hill Baptist Church, Fair-Oak and Westminster Elementaries, West-Oak High School (a Capella) choirs. Saxophone? Church brings in Christmas Story. Snipes volunteered sound system.
      - a. Pleasant Hill Baptist will not attend. Local Saxophone Artist playing.

We will begin the festivities at 6:00 and light tree at 7:00.

2. Police are willing to serve Hot Chocolate and help manage crowd control.
3. Additional Logistics of “big switch”
  - a. **Wen will use plug in**
4. Review Placement of Christmas Lights... Do we need more?
  - a. **Buy things for the lightpoles and around town (See Budget Section).**
5. Volunteer Meeting scheduled for Monday, November 13 at 6:00pm at Depot.
  - a. **Light Supper (possibly Chilli or Soup)**
- iv. Christmas Parade:
  - a. **Candy Allowed. To participate in the parade competition, you must register.**
  - b. **Deck the depot events...Every Weekend from Dec. 1-2, 8-9, 15-16, 22-23.Partnering with First Steps to help decorate.**
    2. Saturday Dec. 2, 11:00AM
    3. Expect long route.
    4. Forms will be posted on social media.
    5. World Series Team as Marshal
    6. Recommend that business owners consider opening. Staff wanted to get through Boo on Main and reapproach business owners to open or partner with City for event.
  - b. 2024 Events Ideas- Will begin in January meeting, if committee agrees.
    - i. Juneteenth Celebration
    - ii. City 5k in Spring

**VII. Member Discussion**

- a. **Define Rental vs Event:**
  - i. **Rental: When someone needs to use city facility that is available for rent at a set cost. Does not require event application.**
  - ii. **Event: When an applicant requires city facility and city resources (man hours, staff coordination,etc.)**
  - iii. **Note: To my understanding, this has never been formally defined, but will look into to make sure.**

**VIII. Schedule Next Meeting**

**IX. Adjourn**

**Special Events Calendar (events scheduled for downtown)**

- **November 11, 2023 at 4:00 pm – Veterans Day Parade**
  - Main Street, Westminster; Medium Route
- **December 1, 2023 at 2:00 pm – Arbor Day Celebration**
- **December 1, 2023 at 7:00 pm – Westminster Tree Lighting**
- **December 2, 2023 at 11:00 am – Westminster Christmas Parade**



*Together We Grow*

- Main Street, Westminster; long Route

To: Special Events Committee  
From: Reagan Osbon, Assistant to the City Administrator  
Date: February 22, 2024  
Re: Special Event Committee Recommendations



**Memorandum**

Special Events Committee,

At the February 13 City Council Meeting, the Mayor and Council directed staff to propose changes to the Special Events Committee to alleviate the time commitment for Council members and streamline internal processes. Staff recommends that the committee oversees the City’s annual special events (Christmas, Boo on Main, Veterans Days Festivities, Juneteenth, etc.) and any time a Special Event requests City funding (above a certain threshold). Event applications should be considered and approved by staff. The events committee shall meet quarterly unless a meeting is necessary (Specially Called).

Current	New
<ul style="list-style-type: none"><li>• Committee approves event applications.</li><li>• Committee meets monthly.</li><li>• Set budget from Council to be spent on decorations and requests.</li><li>• Committee oversees and volunteers at City run events.</li></ul>	<ul style="list-style-type: none"><li>• Staff approves event applications.</li><li>• Committee meets quarterly.</li><li>• Set budget from Council to be spent on decorations and requests.</li><li>• Committee oversees and volunteers at City run events.</li></ul>

**Change #1: Staff approves event applications.**

*Rationale: Time consuming for Committee, often routine, most communication and work completed by staff.*

**Change #2: Committee meets quarterly.**

*Rationale: The removal of event applications from the Committee means that the committee will have to meet less than before. The quarterly scheduled meetings will be regularly scheduled at the beginning of each year, with the option of called meetings as needed. This will likely happen during our later months of the Calendar Year (Boo, Christmas, Veterans, etc.).*

Staff requests feedback at the next Special Events Committee Meetings. After our events committee and receiving feedback, staff will bring it before Council at their next meeting. Questions and comments can be directed to Reagan Osbon at [rosbon@westminstersc.org](mailto:rosbon@westminstersc.org).

Reagan Osbon  
Assistant to the City Administrator  
City of Westminster, SC



Westminster City Hall / 100 E Windsor St, Westminster, SC 29693/ (864) 647-3200

**SPECIAL EVENT APPLICATION**

This application must be completed and submitted to the City Administrators office no fewer than 30 days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and or method of operation described herein may result in the immediate revocation of this permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen provided by the Freedom of Information Act. Completion of this for ins voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Name of Event 3 Crosses  
Date(s) of Event March 29<sup>th</sup> 2024  
Times of Event 6:30 P.M.  
Specific Location of Event Retreat Park  
Fax | Email Myromans81@gmail.com

**Applicant Information**

Name of Person in Charge of Event Rob Lyda  
Street Address 574 Cobb Bridge Rd  
City, State and Zip Code Westminster SC 29693  
Organization Representing Cross Roads #2 Baptist Church  
Home Phone 864-280-5897 Other Phone \_\_\_\_\_ work cell

Is this a charity or non-profit organization? ..... yes no

Does your event carry liability insurance listing the City as co-insured? ..... yes no

Will event use amplified sound? ..... yes no

If yes, what will it be used for?

Music and speaking

Expected number of participants: 15 Expected number of spectators: 200

The event is .....  Public  Private

It will be held on property that is .....  Public  Private

Will tents be used for the event? .....  yes  no

If yes, list the number of tents, size, type and locations: (Include on Site Plan)

2 - 15' x 15' tents located in park and street

Will signs or banners be erected? .....  yes  no

If yes, list size and locations (Include on Site Plan)

3' x 5' signs

Describe any power/ water or other utility needs and locations of power sources:

Just need power for sound equipment

Will generators be used? .....  yes  no

If yes list number, size and locations: (Include on Site Plan)

Have arrangements been made for restroom facilities? .....  yes  no

If yes list locations, number of toilets, frequency of servicing. (Include on Site Plan)

Portajohns if can't use CR Coffee.

Describe sanitation provisions (provider, trash cans, recycling, event clean up). (Include on Site Plan)

If using Westminster Street and Sanitation a fee for these services may be required.

Roll Carts  yes  no How many? \_\_\_\_\_ Locations: \_\_\_\_\_

Date and time(s) to be emptied. \_\_\_\_\_

Date and time roll carts are to be picked up: \_\_\_\_\_

Dumpster  yes  no How many? \_\_\_\_\_ Locations: \_\_\_\_\_



Dates and times security to be on site? \_\_\_\_\_

Are you planning on using private security? If yes, name and contact information.

Have you contracted for mechanical rides, space walks, petting zoos or other attractions

yes  no

If yes, please list company and details.

Anticipated number of vendors not include above. please list vendors

0

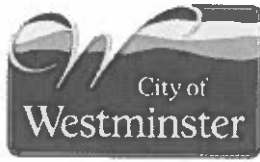
Experience:

Please list name(s), location(s) and date(s) of special events you have staged over the last five years:

3 crosses - Revere Park 2022

Rain Policy for Event

Moved to Rec Department → Not Available



Westminster City Hall / 100 E Windsor St, Westminster, SC 29693/ (864) 647-3200

**SPECIAL EVENT APPLICATION**

This application must be completed and submitted to the City Administrators office no fewer than 30 days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and or method of operation described herein may result in the immediate revocation of this permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen provided by the Freedom of Information Act. Completion of this for ins voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Name of Event CINCO de Mayo  
 Date(s) of Event May 4th  
 Times of Event 4pm till 9  
 Specific Location of Event East main st  
 Fax | Email Theupperdistrict@gmail.com

**Applicant Information**

Name of Person in Charge of Event Hector Frausto / El Charro  
 Street Address 109 Retreat St. East main  
 City, State and Zip Code Westminster  
 Organization Representing Hector Frausto, Reggie Dial  
 Home Phone (864) 324 2618 Other Phone 864-723-5433  work  cell

Is this a charity or non-profit organization? .....  yes  no  
 Does your event carry liability insurance listing the City as co-insured? .....  yes  no  
 Will event use amplified sound? .....  yes  no  
 If yes, what will it be used for?

DJ and Dancers

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions and any other sources:

Mexican Culture

Will proceeds benefit any organization? .....  yes  no

If yes, name the organization(s): \_\_\_\_\_

**Event Set Up**

Entertainment area (Include on Site Plan) Location(s) East Main Street

From Retirement to hockey

Speakers/Microphones  yes  no Electrical Connections  yes  no

Note: City doesn't provide unless otherwise noted.

Other: \_\_\_\_\_

List entertainers and type of entertainment DJ & Dancer

Maybe a Band

Requesting \$1,000.00 for event from city

Will you require use of the stage owned by the City for this event? .....  yes  no

If yes, see attached Stage and Reservation Policies and Stage Rental Agreements

Do you plan to sell or serve food and beverages at the event? .....  yes  no

If yes, describe the types of food and beverages to be served:

Food Trucks

If yes, describe the types of alcoholic beverages and how it is going to be served. Must comply with federal, state and local laws and regulations.

Will there be any cooking with grease? .....  yes  no

If yes, how do you plan to dispose of grease?

Will your event include pyrotechnics (fireworks)? .....  yes  no

Must comply with all federal, state and local laws. The Sale of fireworks, cracker balls, pop bottles, etc. is prohibited. Must coordinate with City of Westminster fire department.

Expected number of participants: \_\_\_\_\_ Expected number of spectators: \_\_\_\_\_

The event is .....  Public  Private

It will be held on property that is .....  Public  Private

Will tents be used for the event? .....  yes  no

If yes, list the number of tents, size, type and locations: (Include on Site Plan)

Will signs or banners be erected? .....  yes  no

If yes, list size and locations (Include on Site Plan)

Describe any power/ water or other utility needs and locations of power sources:

Will generators be used? .....  yes  no

If yes list number, size and locations: (Include on Site Plan)

Have arrangements been made for restroom facilities? .....  yes  no

If yes list locations, number of toilets, frequency of servicing. (Include on Site Plan)

*Need 1 Handy cap portable Toilet*

Describe sanitation provisions (provider, trash cans, recycling, event clean up). (Include on Site Plan)

If using Westminster Street and Sanitation a fee for these services may be required.

Roll Carts  yes  no How many? \_\_\_\_\_ Locations: \_\_\_\_\_

Date and time(s) to be emptied. \_\_\_\_\_

Date and time roll carts are to be picked up: \_\_\_\_\_

Dumpster  yes  no How many? \_\_\_\_\_ Locations: \_\_\_\_\_

Date and time(s) to be emptied. \_\_\_\_\_

Date and time dumpster(s) are to be picked up: \_\_\_\_\_

**Event staff will be responsible for all street and property clean-up after the event.**

Barricades:  yes  no How many? 30 - Locations: Retreat & Huckly

Include on Site Plan

Who will be responsible for placing barricades? The Event

Parking (Include all on site plan)

Anticipated number of spaces \_\_\_\_\_ Number of Handicapped Spaces \_\_\_\_\_

Participant Parking Location \_\_\_\_\_

Vender Parking Location \_\_\_\_\_ Entertainment Parking Location \_\_\_\_\_

Traffic Control, Safety, Emergency Response and Security

Have arrangements been made for medical assistance? (Include staging area on Site Plan)

If yes, include provide and contact information \_\_\_\_\_

What are the traffic control measures? (Include on Site Plan)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you requesting Westminster Police and Fire Department for assistance?  yes  no

If yes, how many officers? \_\_\_\_\_ Fire personnel \_\_\_\_\_

**Note: City reserves the right to require city personnel, at the event's expense, to provide staffing for sufficient security and safety.**

Dates and times security to be on site? \_\_\_\_\_

Are you planning on using private security? If yes, name and contact information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you contracted for mechanical rides, space walks, petting zoos or other attractions

yes  no

If yes, please list company and details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated number of vendors not include above. please list vendors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience:

Please list name(s), location(s) and date(s) of special events you have staged over the last five years:

_____	_____
_____	_____
_____	_____
_____	_____

Rain Policy for Event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hold Harmless Clause

Permittee/organization hereby shall assume all risks, incident to or in connection with permitted activity and shall be solely responsible for damage or injury of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City of Westminster harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all crimes, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents, volunteers, sponsors and employees.

Applicant Signature *[Handwritten Signature]* Date 2-9-24  
 Title; \_\_\_\_\_

Return complete application to:

City Administrator's Office  
 Westminster City Hall  
 100 E Windsor St.  
 Westminster, SC 29693

*Received by RO on 02/12/24*

*Police Presence*

DEPARTMENTAL REVIEW & APPROVAL	
Police ----- <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	_____
Fire ----- <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Street and Sanitation ----- <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Codes ----- <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Parks & Recreation ----- <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Utilities ----- <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Application: <input type="checkbox"/> Granted <input type="checkbox"/> Denied	
_____ City Administrator	_____ Date

*RO from CP via phone on 02/20/2024*

## Special Event Check List for Applicant

- Application Fee/ TBD
  
- Special Event Bond/ TBD
  
- SITE PLAN/ Must Show the following
  1. Location of all structures with respect to existing buildings, property lines, roads and walkways to include
    - Tents and other similar structures.
    - Grandstands size and capacity
    - Bandstands/ staging including electrical connections
    - Vendor booths
    - Restrooms
    - Portable Toilets
    - Refreshment Stands
    - Signs
    - Parking areas including handicap.
    - Speakers
    - Support vehicles
    - Sanitation receptacles
    - Security stations
    - Emergency response stations
  
  2. Additional applications/ licenses or permits as required
    - Business Licenses
    - Liquor license and/or beer/wine license from State of SC.
    - State of SC DHEC approval for all food vendors
    - SCDOT approval for use of State owned roads and owner approval of privately owned roads.
    - Sign Permits