



Special Events Permit Guide

A Special Event (SE) is defined as any event held within the Town of Lexington that is opened to the public, will impact any Town easements, or could affect public safety, and is not to exceed three (3) consecutive days and no more than twice a quarter. Potential events include but are not limited to:

Carnivals
Concerts
Displays

Fairs
Festivals
Grand Openings

Markets
Parades
Tent Sales

REQUIREMENTS:

- Current Land Use Ordinances apply. See Chapter 155 – Zoning for details.
- A detailed, labeled site plan needs to be submitted with the application. It must include a close to scale rendering of the location of tents, rides, tables, seating, portable toilets, etc. being setup or brought in for the SE. A vendor list with a description of what they are selling must be submitted and only what is allowed under Town ordinance will be allowed at the SE.
- **TENTS** can be no larger than 12x12 and must be free standing. Larger tents and/or those needing to be tied down will be subject to current temporary building code regulations.
- **BOUNCE HOUSES** and/or **CARNIVAL RIDES** must be set up and run by certified personnel holding the appropriate liability insurance.
- **FOOD TRUCKS/TENTS/STATIONS** must submit copies of SCDHEC Food Service permits with application. (SCDHEC does have a no cost Food Service at Special Events permit). ***All food vendors must register for Hospitality Tax and business license prior to event.** Contact Sonya Lee at slee@lexsc.com or 951-4631.
- **ALCOHOL** sales or consumption will require copies of appropriate state permits and proof of insurance with the application.
- **POLICE** may reason that security must be provided at the event. Town officers are available for \$38.50/hour/officer with a three (3) hour minimum. Contact: 803.220.2532 or email lexingtonsc@extradutysolutions.com to book officers.
- **BARRICADES** can be requested through the Police Department, 803.359.6260.
- **SOLID WASTE / RECYCLING** containers must be provided by licensed suppliers and removed within 24 hours of the event's end. Parks, Streets & Sanitation Department may be able to offer an alternative option, 803.359.1027.
- **PORTABLE RESTROOMS** must be provided according to SCDHEC regulations, installed by a licensed supplier, and removed within 24 hours of the event's end.

Special Events Permit must be submitted with all other necessary paperwork no later than 7 business days before your proposed event. Issuance of an SE permit does not relieve you of the possible need of securing additional approvals by other regulating agencies.