



Columbia Police Department Special Events Application Checklist

The checklist below is provided as a roadmap for hosting an event in the City of Columbia.

● Beer and Wine Sales/Consumption

Legal Department for Resolution Application

Required for the sale/consumption of alcohol on city property (i.e. streets, sidewalks or parks)

Contact: Jennifer Hendrix

803-545-4242 | Jennifer.Hendrix@ColumbiaSC.gov

Department for Resolution - ABL 100 Application for Temporary Event Permit

Required to sell/serve beer and wine

Contact: <https://dor.sc.gov/tax/abl/forms>

● Event Signage Requirements

Event Organizer is responsible for posting the following signage at the entry points of the event site:

1 - **COVID-19 Guidelines sign** for mask requirements, social distancing and hand sanitizing.

2 - **"No Concealed Weapons" sign** that complies with the size and formatting requirements of section 23-31-235 of the South Carolina Code.

3 - **"No Open Carry" sign**

Event Organizer is responsible for ensuring that health and safety requirements are followed. Non-compliance may result in the event being closed.

See examples of the signage required on page 2 - 4.

EXAMPLE: COVID-19 Guidelines Sign

ATTENTION

**BEFORE ENTERING,
PLEASE READ THE
FOLLOWING GUIDELINES**

Please have a face covering or mask as per the CDC guidelines 

Please always maintain proper social distancing (6 feet) 

Please keep your hands clean and sanitized 

Thank You!

EXAMPLE: No Concealed Weapons Sign



EXAMPLE: No Open Carry Sign



- **CFD Special Event Application**
Fire Marshal's Office
 Required for on-site cooking, tent placement, fire ordinance compliance checks, and mask ordinance compliance
 Contact: Fire Marshal George Adams
 803-545-3703 | George.Adams@ColumbiaSC.gov
<https://colafire.net/special-events-rules-and-regs/>
- **Parking Meter Bagging Request**
Parking Services
 Required for bagging meters located at the event
 Contact: Sandra Myers
 803-545-0287 | Sandra.Myers@ColumbiaSC.gov
- **Trash/Recycling Receptacles Request**
Solid Waste Division
 Required for trash and recycle receptacles to be located at the event.
 Contact: Samantha Yager
 803-545-3803 | Samantha.Yager@ColumbiaSC.gov
- **Power Supply**
Traffic Engineering Division
 Required for power to be supplied at the event.
 Contact: Leonard Freeman
 803-545-3820 | Leonard.Freeman@ColumbiaSC.gov
- **Event Location Request**
Parks and Recreation Department
 Required for events hosted in city parks or recreation centers.
 Contact: Pearl Osborne
 803-545-3100 | Pearl.Osborne@ColumbiaSC.gov
- **Road Closure Request**
SC Department of Transportation
 A letter will be provided by CPD pending approval.
- **Neighborhood and Business Notification**
 Notification of the event is required for neighborhood(s) and businesses directly impacted by the event.
 Contact CPD Special Events for most up-to-date Neighborhood/Business information

Contact the following staff members from the Columbia Police Department Special Events Office regarding any questions or concerns:

Sgt. Jennifer Jordan

O: 803-545-3514 | C: 803-391-2407 | Jennifer.Jordan@ColumbiaSC.gov

MPO David Goodwin

O: 803-545-4368 | C: 803-315-0382 | David.Goodwin@ColumbiaSC.gov