**Beaufort Executive Airport**

**Facility Rental Policy, Application and Fee Schedule**

**Applicability**

This facility rental policy applies to the Beaufort Executive Airport (The Airport) which is owned by Beaufort County. All requests for meetings, conferences, gatherings, or events Beaufort Executive Airport are subject to this policy and its associated Exhibits. Any questions can be directed to the Airport Director at (843) 255-\_\_\_\_.

**Eligible Applicants**

Nonprofit, non-political organizations and associations, or government entities and departments, may apply to use Beaufort Executive Airport. Verification of nonprofit status will be required at the time of application submittal. Depending on the event details and facility requested, the rental fee **may** be reduced or waived by the Airport Director. If the rental fee is waived, in the event of damage, the Applicant will remain responsible for costs associated with replacement, repair, and/or cleaning of the facility.

Individuals and for-profit, non-political organizations and associations may also apply to use Beaufort Executive Airport and will be subject to the application and rental fees as described herein.

Applicants wishing to use Beaufort Executive Airport on a reoccurring basis may request to do so at a maximum of once a month per calendar year (January 1 – December 31), subject to availability, and will be required to provide a meeting schedule with their application.

**Application Process**

The Beaufort Executive Airport rental process begins with the submittal of a completed Facility Rental Application (Exhibit A) to the Airport Director. Receipt of an application should in no way be construed as final approval or confirmation of the request. The Airport Director will contact the Applicant upon receiving the application and thereafter will serve as the primary point of contact. Applicants are responsible to contact all affected County departments and/or public agencies with regard to related permits or licenses that may be required for the requested event. Please carefully review this policy and the application for contacts needed based on the type of requested event.

Applications will be approved on a first-come, first-serve basis and are required to be submitted **at least thirty (30) working days prior** to the date of the event. If applicable to the requested event, all required documents (i.e. certificate of insurance, secondary permits, etc.) **must** be submitted at the same time as the facility rental payment.

Fully complete the entire application in Exhibit A and submit **at least thirty (30) working days** prior to the event date via mail or hand delivery, with the application processing fee, to the Airport Director at:

Beaufort Executive Airport ATTN: Airport Director 39 Airport Circle Beaufort, SC 29907

**Payment and Cancellation**

A **$50.00** non-refundable application processing fee will be required for all submitted applications requesting use of Beaufort Executive Airport. The application processing fee must be check or money order (cash is not accepted). Checks and money orders must be made out to “**Beaufort County**”. The Airport Director will provide an email notice to the Applicant of approval, or denial, **at least** **fifteen (15) working days** **prior** to the date of the event.

The entire rental fee must be submitted, by check or money order, and must be received **at least** **ten (10) working days** **prior** to the date of the event. Checks and money orders should be made out to “**Beaufort County**” (cash is not accepted).

Any cancellations or application changes must be submitted in writing by the Applicant, and must be given to the Airport Director no less than **five (5) working days prior** to the event date. Refund of the rental fee, less a 25% service charge, will be made to the Applicant if notice is provided within the allocated time frame. Refunds will be by check from the Beaufort County Finance Department and will be delivered by mail within thirty (30) days. **No refunds will be issued for any cancellations, or within five (5) working days of the event date.** The County reserves the right to deny any use or Facility Rental Application. Rental approval will be revoked by the Airport Director in the case of facilities abuse by the Applicant or their guests. Future requests for permits may be denied if applicants do not abide by the terms of their permit or abuse the facility during their event.

**Facility Conditions**

Beaufort Executive Airport does not provide amenities such as portable restrooms, hand washing stations, sound systems, tents, canopies, chairs, tables, or other equipment not previously disclosed in the facilities descriptions. Applicants are responsible for providing all amenities necessary for the requested event. All anchoring and signage must be accomplished with weights (i.e. sandbags, concrete/water filled barrels, etc.). Ground disturbance, fastening, or attaching to any tree, shrub, or park feature is strictly prohibited.

Food and beverages are allowed at Beaufort Executive Airport. The Airport does **not** provide any food and beverage service. If food and beverages will be catered or provided by the Applicant, all leftover food, beverages, serving implements and trash must be removed from the premises and disposed of by the Applicant. Tablecloths must be used if Applicant plans on serving food on County provided furniture. Alcohol **may** be allowed at The Airport by permit only and must follow the compliance requirements detailed in Exhibit B.

Applicants are responsible for the set-up, clean up, off-site trash disposal and reset of the facility within their requested time frame. The end time designated on the application is when all event attendees must leave the premises, and all clean up and reset must be completed by the Applicant, as facilities may be rented back-to-back. Applicants must remove all event generated trash from the site themselves; clean up all food, beverages, serving implements, and supplies; and reconfigure the facility to its original condition before leaving the premises. The cost of any employee time incurred because of an Applicant’s failure to clean and/or reset the facility following the event will be borne by the Applicant.

Beaufort Executive Airport is a smoke-free environment, and the use of illegal substances is strictly prohibited.

**Rental Fee Schedule (MAX CAPACITY: 100)**

Weekend Rate Weekday Rate

(Fri/Sat) (Sun – Thurs)

$1,000.00 $500.00

**Insurance and Liability**

**Applicants requesting to serve alcohol, food, or entertainment are required to provide Liability Insurance coverage.** Where required, the Applicant, or, if applicable, the organization hosting the event, must maintain insurance in the amount of $1,000,000 General Liability (for food and entertainment requests) and $1,000,000 Liquor Liability (for alcohol requests) to cover the entire duration of the event. The Applicant must submit to the Airport Director a Certificate of Insurance verifying the required coverage and specifically identifying “Beaufort County” as an **Additional Insured**. Beaufort County does not sell insurance. This type of insurance policy can be acquired from most private insurance carriers. The insurance certificate must be submitted **at the same time** as the facility rental payment is provided.

The County accepts no responsibility for the personal safety of any person, either inside or outside a Passive Park facility. The County is not responsible for damage, loss, or theft of personal property.

**Ethical Standards**

The County presumes that all Applicants hosting events at The Airport will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin, and/or disability. Beaufort Executive Airport will not be approved for rental by any group that advocates unconstitutional or illegal acts, or whose activities may be contrary to the best interests of the County or its citizens. No use shall be allowed for an event that presents obvious danger to the safety of persons and property.

**Hold Harmless/Indemnification Clause**

Applicant/Organization hereby assumes all risks incident to or in connection with the permitted event 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 event or the conduct of Applicant’s/Organization’s operation. Applicant/Organization hereby expressly agrees to defend, indemnify and to save the County harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all clams, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted event or conduct of its operation or resulting from the negligence or intentional acts or omissions of Applicant/Organization or its officers, agents, and employees.

**Exhibit A**

**Beaufort Executive Airport**

**Facility Rental Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | |
| Applicant/Contact Name: | | | |
| Organization Name (if applicable): | | | |
| Street Address: | | | |
| City/State/Zip: | | | |
| Phone Number: | | | |
| Email Address: | | | |
| **EVENT INFORMATION** | | | |
| Event Name: | | | |
| Purpose of Event: | | | |
| Primary Event Activities: | | | |
| Event Date(s): | | | |
| Start Time: | End Time: | | Total Time: |
| Set-Up Begins: | | Clean-Up Ends: | |
| Estimated Attendance: | | | |
| Charge of Admittance: | | | |
| Private or Public Event: | | | |
| Non-profit Organization Fee Waiver Requested: \_\_\_\_\_ Yes / \_\_\_\_\_ No  *If “Yes”, non-profit status documentation is required with application.* | | | |
| Will tents be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  If “Yes”, how many and what size: | | | |
| Will any signs or banners be hung for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  If “Yes”, how many and what size: | | | |
| Will there be any musical entertainment for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  If “Yes”, describe type of music and band needs:  *If approved, Applicant understands Law Enforcement may order musical entertainment to cease if determined it may incite a crowd to become unruly and risk injury.* | | | |
| Will amplified sound be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  *If “Yes”, Applicant understands amplified sound can only be conducted during the hours of 8:00 a.m. to 10:00 p.m. If approved, this application is not a “noise permit”. Law Enforcement may determine that noise during an approved event is offensive to others and may require Applicant to stop the noise.* | | | |
| Will portable toilets be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  If “Yes”, how many and what company (name and telephone number): | | | |
| Will vendors be included for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  *A “vendor” is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise, or services. If “Yes”, contact the Beaufort County Business License Department at (843) 255-2270 for a Vendor Permit.* | | | |
| If the event will have **food** vendors, select all that apply:  \_\_\_\_ Served / \_\_\_\_ Sold / \_\_\_\_ Catered / \_\_\_\_ Prepared Outdoors  *For any food preparation or service, Applicant must contact the Department of Health and Environmental Control at (843) 846-1030 for approval. Applicant is responsible for arranging health inspections and providing a plan for clean-up and grease removal. Fire Code requires a fire extinguisher at each cooking location.* | | | |
| Will beverages be served or sold at this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No | | | |
| Will alcoholic beverages be served? \_\_\_\_\_ Yes (*Exhibit B applies*) / \_\_\_\_\_ No | | | |
| Will alcoholic beverages be sold? \_\_\_\_\_ Yes (*SC ABCA permit required*) / \_\_\_\_\_ No | | | |
| What type of alcohol will be served? \_\_\_\_\_ Beer / \_\_\_\_\_ Wine / \_\_\_\_\_ Liquor | | | |
| Who will be serving the alcohol? | | | |
| What are the times alcohol will be served? | | | |
| What locations within the event site will alcohol be served? | | | |
| Have you applied for a South Carolina temporary ABCA Permit (State Statute 61-4-550)? \_\_\_\_\_ Yes / \_\_\_\_\_ No | | | |
| Will any portable heaters be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No | | | |
| Will any deep fryers be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No | | | |
| Will generators or electrical service be used for this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  *If “Yes”, restrictions may apply and generators cannot be refueled within the event site during event operating hours.* | | | |
| Will security be provided at this event? \_\_\_\_\_ Yes / \_\_\_\_\_ No  If “Yes”, select all that apply:  \_\_\_ Alcohol Security / \_\_\_ Event Area Security / \_\_\_ Overnight Security  \_\_\_ Stage Security / \_\_\_ Gate Security / \_\_\_ Money Handling Security  \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If “Yes”, list dates and times security will be on site: | | | |
| On a separate sheet, provide a site plan map sketch of the entire event venue, including all event amenities requested (i.e. tents, signs, music stages, toilets/sinks, vendors, alcohol service, first aid station, garbage receptacles, barricades, generators, security, etc.). | | | |

I hereby stipulate that I have read and understand all the rules and regulations as set forth by the Facility Rental Application, its instructions, and associated Exhibits and the governing body of Beaufort County for the use of the rental facility. I agree to abide by the terms of the Facility Rental Application and further understand that if any of the terms are not complied with the County may terminate the event. I also understand that proof of sufficient insurance will be required when the event involves serving or providing alcohol, food, or entertainment. Proof of insurance may also be required in other circumstances at the discretion of the County.

**Applicant Signature Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Office Use Only** | | | | | |
| Permit #: | | | Approval Date: | | |
| Staff Approval (Print Name): | | | | | |
| Staff Approval (Signature): | | | | | |
| Processing Fee | Due: $ | Date Paid: | | | Payment Type: |
| Rental  Fee | Due: $ | Date Paid: | | | Payment Type: |
| **Final Inspection** | | | | | |
| Staff Initials: | | | | Date: | |
| Damage/No Damage Notes: | | | | | |

**Exhibit B**

**Alcohol Policy Compliance Requirements**

If approved, the Facility Rental Application will permit the Applicant/Organization to have and consume alcohol at the named facility provided the following rules, regulations, and conditions are understood and adhered to:

* Approval is only valid on the day requested and only for the hours that the facility is reserved. The County reserves the right to revoke or cancel permit approval for any violation of compliance requirements or abuse of privilege, without rental fee refund.
* The service of alcoholic beverages shall be in compliance with all applicable state and local laws and an approved Facility Rental Application **must** be on site with the event coordinator. The County reserves the right to remove, or have removed, from the facility any person deemed objectionable.
* The facility will be used in a safe manner, with all members of the named Organization complying with all the facility rules and regulations as established by Beaufort County and all applicable laws of the State of South Carolina, including the Alcoholic Beverage Control Act. It shall be the obligation of the Applicant/Organization, and all members of such, to be aware of said rules, regulations, and laws.
* The Alcoholic Beverage Control Act may require the Applicant/Organization to apply to the State of South Carolina for a temporary alcohol permit under certain conditions. It is the Applicant’s/Organization’s responsibility to determine if a temporary alcohol permit is required under state law. Information on how to receive a temporary alcohol permit can be received from the South Carolina Department of Revenue at (843) 852-3600 or on-line at [www.sctax.org](http://www.sctax.org).
* Applicant/Organization assumes liability for all damages to County property caused by any member of the event, whether accidental, willful, or the result of carelessness or negligence.
* Applicant/Organization assumes all risk and responsibility for regulating the consumption of alcohol. The Applicant/Organization contact person is responsible for informing all vendors of alcoholic beverage application rules, regulations, and conditions. The County assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.
* Applicant/Organization shall be prepared to provide transportation through a designated driver or commercial taxi/transportation service in the event that there is reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle.
* The event may be inspected at any time by County staff or any public authority, including law enforcement, to ensure compliance with all legal requirements. The County reserves the right to require security officers for groups consuming alcohol, the direct cost of which will be the responsibility of the Applicant/Organization.
* Alcohol shall be consumed only in the immediate area of the rented facility. Applicant/Organization **must** fence or restrict the event area to prevent participants from leaving the area with alcoholic beverages.
* The serving of alcoholic beverages shall not begin before the designated event start time. There shall be no open containers of alcohol on site before this designated time. All alcohol **must** be removed from the facility by the conclusion of the event.
* Applicant/Organization and all participating vendors **must** discontinue alcohol distribution at a minimum of **15 minutes prior** to the end of the event. All alcohol **must** be cleared from the facility at the end of the event. At no other time may alcohol be present, possessed, served and/or consumed in the public area.
* Serving hours **must** be posted at all serving locations.
* Signs at least 11” x 17” informing participants that alcoholic beverages are prohibited on County streets and sidewalks beyond the boundary of the event permit area **must** be posted.
* Any consumption of alcohol by employees, workers, volunteers, etc. selling the alcohol is strictly prohibited.
* There shall be no glass/plastic bottles or cans served during the event. The contents of any alcohol served or sold in bottles or cans **must** be poured into plastic or paper cups. Alcoholic beverages shall be served in readily identifiable cups distinct from those used for non-alcoholic beverages.
* No more than 2 alcoholic beverages can be sold to a customer at a time. If 2 alcoholic beverages are sold at one time, the vendor **must** ask if the second beverage is going to someone previously ID’d.
* It is a violation to sell liquor, beer, or wine to an intoxicated person (State Code: 61-4-580(A)(2)). Applicant/Organization shall not serve or provide any alcoholic beverages to any person who appears to be intoxicated or to have consumed an excess amount of alcohol.
* It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer, or wine (State Code: 61-4-580(A)(1)). Applicant/Organization shall ensure that no persons under 21 may have access to alcohol and shall require the presentation of valid identification and proof of ownership or retain an independent security agent to comply with this provision.

Applicant/Organization **must** follow the following Wristband Distribution Guidelines: **THIS ONLY APPLIES IF SELLING ALCOHOL**

* + Applicant/Organization will issue specific colored wristbands to the vendors within the event site and make the Airport Director aware of the type and color of the wristband used each day for alcohol sales.
  + For multi-day events, a different color wristband will be used each day. Wristband colors must match identically to the wristband distribution log for each day of the event.
  + Anyone 21 years of age or older wishing to consume alcohol at the event on the facility must be wearing the colored wristband assigned to the event on that day in order to be served alcohol.
  + Patrons 21 years of age or older wishing to consume alcohol, must present a valid state ID card or a valid driver’s license to receive a valid wristband. Event wristband sellers will be asked to ID the person; however, the final responsibility for abiding the state and local laws lies with the alcohol server.
  + Identification checking/wristband distribution stations must be available throughout the event site.
  + Event patrons who are not wearing a valid colored wristband assigned to the event on that day and who are in possession and/or consuming alcoholic beverages will be charged with a violation.
* The following signs **must** be posted as follows:

**At each alcoholic beverage service location:**

A) SC Must be 21 Sign B) Sales Times Sign

**BEAUFORT COUNTY**

**EVENT NAME**

**Alcohol Permit Hours**

**ALCOHOL SALES BEGIN @ ???PM**

**ALCOHOL SALES END @ ???PM**

**EVENT ENDS @ ???PM**

**BEAUFORT COUNTY**

**SOUTH CAROLINA CODE OF LAW 61-4-50**

It is unlawful to sell liquor, beer or wine to a person under the age of 21.

**SOUTH CAROLINA CODE OF LAW 61-4-80**

It is unlawful for any person to purchase liquor, beer or wine on a licensed premises and to give such liquor, beer or wine to a person to whom liquor, beer or wine cannot lawfully be sold.

C) ID Check Sign D) Volunteers Sign



**BEAUFORT COUNTY**

**REMINDER: VOLUNTEERS CANNOT DRINK ALCOHOLIC BEVERAGES BEFORE OR DURING THEIR SHIFT**



**BEAUFORT COUNTY WE RESERVE THE RIGHT TO RE-CHECK YOUR ID**

E) Wristbands Sign

**BEAUFORT COUNTY**

WRISTBAND POLICIES

Anyone 21 years of age or older wishing to consume alcohol on public property must wear a County of Beaufort approved wristband.

All individuals consuming alcohol on public property will be required to purchase a wristband for $1.00 from the event or any participating vendor in the event permit area.

Event patrons who are not wearing a valid wristband, and who are in possession and/or consuming alcoholic beverages, will be charged with a violation of the alcohol policy.

Any consumption of alcohol by employees, workers and volunteers selling alcohol is strictly prohibited

No more than two (2) alcoholic beverages shall be sold to a customer at a time.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

It is the policy of Beaufort County to ID any and all.

**At each entrance/exit to the event:**



**BEAUFORT COUNTY**

**SMOKING, PETS, BICYCLES & SKATING ARE PROHIBITED IN EVENT SITE**

**BEAUFORT COUNTY**

**NO ALCOHOL ALLOWED BEYOND THIS POINT**

F) No alcohol beyond Sign G) Prohibited Sign (*inside buildings*)