



**CITY OF SENECA**

**APPLICATION FOR USE OF CITY STREETS OR CITY PROPERTY**

PO BOX 4773 SENECA, SC 29679

PHONE: 864-885-2700 FAX: 864-885-2701

**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.)**
- **ALL CITY FEES, DEPOSITS AND/OR LICENSE MUST BE PAID BEFORE THE USE OF CITY STREETS OR PROPERTY.**
- **PLAT OF REQUESTED AREA MARKED WITH NECESSARY DETAILS (SEE ATTACHED)**
- **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  
APPLICATION FOR THE USE OF CITY STREETS AND/OR CITY PROPERTY  
P O Box 4773  
Seneca, SC 29679  
Phone: 864-885-2700 Fax: 864-885-2701

Date of Application \_\_\_\_\_ Date & Time of Use \_\_\_\_\_

Applicant (Name of Organization) \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Proposed Use \_\_\_\_\_

Location of Event \_\_\_\_\_

Estimated No. of participants \_\_\_\_\_ Start & End Time \_\_\_\_\_

**INSURANCE INFORMATION—please see below (#1) for more information---REQUIRED**

Company \_\_\_\_\_ Agent/Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_ Policy No. \_\_\_\_\_ Coverage Date \_\_\_\_\_

I hereby certify that the information given above is correct and I agree to abide by the following terms and rules.

1. **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.
2. **The Policy or certificate must list the CITY OF SENECA as additional insured and the specific place of the event.**
3. All city fees, deposits, and/or licenses will be paid before use of streets and/or city property.
4. All signs must be approved by the Seneca Planning Dept.
5. Applications will need to be submitted to the Finance Department **AT LEAST 30 DAYS PRIOR** to the event.
6. Plat of the requested area marked with necessary details (see attached).
7. Proposed use of streets and/or city property does **NOT** violate any city ordinance, state or federal laws.
8. Are utilities required, YES \_\_\_\_\_ or NO \_\_\_\_\_ if yes what?  
\_\_\_\_\_
9. Are any other city services required, YES \_\_\_\_\_ or NO \_\_\_\_\_ if so what? (EX: Police, Garbage)  
\_\_\_\_\_

Applicant Signature & Date \_\_\_\_\_

**NOTE: The City will not issue this permit if the issuance of such will likely disturb the peace and tranquility of the City.**



CITY OF SENECA  
Post Office Box 4773  
221 East North First Street  
Seneca, South Carolina 29679  
(864) 885-2700 Fax (864) 885-2701

Date \_\_\_\_\_

I/We, \_\_\_\_\_ understand that we are fully responsible for the following items (*please indicate quantity needed to the left of the item(s) you wish to rent*) rented from the City of Seneca. All rental fees are required to be paid at least five (5) business days before the event.

Quantity	Item	Description	Fee
	Tent	20 x 20	\$75.00
	Tent	10 x 10	\$35.00
	Stage		\$300.00
	Table(s)	Per table	\$2.00
	Chair(s)	Per chair	\$1.00

Please note: Any damages that occur to City Property (tents, stage, table(s), chair(s), cones, trash cans, etc) because of inclement weather or careless use will be billed to the Renter.

Signatures- Please sign & date below:

\_\_\_\_\_  
City Administrator/Finance Director - Date

\_\_\_\_\_  
Renter – Date

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	<b>APPROVE</b>	<b>DISAPPROVE</b>	<b>SIGNATURE</b>
<b>(Scott Moulder)</b> <b>CITY ADMINISTRATOR</b>	_____	_____	_____
<b>(Josh Riches)</b> <b>FINANCE DEPARTMENT</b>	_____	_____	_____
<b>(Bob Faires)</b> <b>LIGHT &amp; WATER PLANT</b>	_____	_____	_____
<b>(Casey Bowling)</b> <b>POLICE DEPARTMENT</b>	_____	_____	_____
<b>(Richie Caudill)</b> <b>FIRE DEPARTMENT</b>	_____	_____	_____
<b>(Ed Halbig)</b> <b>PLANNING DEPARTMENT</b>	_____	_____	_____
<b>(Ernie Beck)</b> <b>PULBIC WORKS</b>	_____	_____	_____
<b>(Rick Lacey)</b> <b>RECREATION</b>	_____	_____	_____
<b>(Riley Johnson)</b> <b>EVENTS PLANNER</b>	_____	_____	_____
<b>(Randy Molloseau)</b> <b>BUILDING/PROJECTS</b>	_____	_____	_____
<b>(Dan Alexander/Ronnie O'Kelley)</b> <b>MAYOR/Mayor ProTem</b>	_____	_____	_____

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AND/OR CITY PROPERTY**

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

**Andy Petersen-City of Seneca Police Department-864-973-3212  
(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)**

**Tracy Smith-City of Seneca Planning Dept-864-885-2726  
(Signs)**

**Riley Johnson-City of Seneca Events Coordinator-864-723-3910  
(Stage)**

**Ann Beatty-City of Seneca Finance Office-864-885-2700  
(All other questions)**

- **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.**

**PLEASE NOTE: INSURANCE INFORMATION MUST BE PROVIDED.**

- ***NOTE: The City will not issue this permit if the issuance of such will likely disturb the peace and tranquility of the City.***

## Use of City Streets & Property Liability Insurance Information

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 a signature of the Authorized Representative of Insurance Company.
- Coverage From and To Dates must cover the date of the event.
- Detailed description of the event with date and time

City of Seneca  
P O Box 4773  
Seneca, SC 29679

221 E N 1<sup>st</sup> Street  
Seneca, SC 29678

If you have any questions, please call 864-885-2700. Thank you.



# Tenant User Liability Insurance Program How-To Guide

Your local government, the City of Seneca, has enrolled in a program that allows you, the “user” of a municipal facility or other local government property to secure cost-effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in your name – the user - and/or users of the local government facility or venue.

The City of Seneca is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Intact Insurance. Its assigned unique Venue ID-Code is: 0501-686

## How it works:

1. Log onto [www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment) ... then scroll down and click on “**Planning an Event?**” - **Get a Free Quote**
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
4. Answer the questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE.”

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance (proof of coverage) is issued and sent via email to you, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International at 800 370-2106.

## Protect yourself from claims for injuries or property damage during your event

### Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

### What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events\* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at [www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment). Please use the online contact information for questions about whether other events are eligible for coverage

### Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

### How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

### How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as:*

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

### How do I get more information about TULIP?

Visit: [www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment) or contact Susan Kludjian at (978) 661-6662 or Christine Mitchell at (978) 661-6857.

### Get a Quote or Purchase TULIP coverage:

#### Step 1:

Visit

[www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment)

Click on – Planning an Event?...**GET A FREE QUOTE**

#### Step 2:

Enter...Facility/Venue ID Code

0501 - 686

Don't have a code? Search "National League of Cities" from the drop-down list, then select your location.

#### Step 3:

**Describe event or activity**

Select from drop-down menu. Click next.

#### Step 4:

**Get your quote**

Answer some basic questions and enter your contact and billing information.

#### Step 5:

**Purchase when ready**

A credit card is required.



**Protect yourself  
and your guests  
with TULIP coverage**

\* Exclusions apply if known attendance is greater than 5,000 people prior to the event.