



City of Chester Permit Application for

Permit #: _____

Date: _____

FESTIVALS & SPECIAL EVENTS

The City of Chester welcomes festivals and major events to the city. This application process is designed to provide notice to the City, provide guidelines to the organizer(s), while maintaining flexibility for the company and ensuring the safety and well-being of the citizens and businesses of Chester.

APPROVAL PROCESS BEGINS WITH POLICE DEPARTMENT

Non-Refundable Application Fee: \$30 less than 30 days, \$50

*This form should be submitted **NO LESS THAN 30 BUSINESS DAYS PRIOR** to the start of the event, however, an expedited process may be possible depending on requirements.*

A. APPLICANT & EVENT INFORMATION

Name of Event: _____

Applicant Name: _____

Affiliated Organization/Company: _____

Non-Profit? ☐ Yes ☐ No If yes, circle one: 501c3 or 501c6 and attach a copy of the IRS designation letter.

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Email: _____

Link to Event Website: _____

Who is your Target Audience? _____

How will you ensure a Diverse Audience? _____

Does the event have (check all that apply): ☐ Twitter ☐ Facebook ☐ Instagram ☐ Other _____

EVENT INFORMATION

Event Location: _____ Date of Event: _____

Event Address: _____

Event Location Website: _____

Start Time: _____ End Time: _____

Road Closure Begins: _____ Road Closure Ends: _____

Set-Up Begins: _____ Clean-up Ends: _____

Estimated Attendance: _____

Please see EVENT SECURITY STAFFING Matrix to determine the number of Off-Duty Police Officers needed.

The Event is: ☐ Private (by invitation only) ☐ Open to the General Public ☐ Gated Admission

If private or paid admission, how will you monitor? _____

B. RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures or may cause disruption for the City of Chester residents, businesses, churches, etc., must provide notification to the affected parties two weeks prior to the event. **Notices must reflect the date(s), day(s) and location(s) of the event, type of activities taking place during your event and the event coordinator's contact information.** The notice must give detour or alternate route information if normal access is affected.

Applicants may be required to provide advisory signs (placed a minimum of one week prior to the event) if your event impacts a major roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Will your event require roads to be closed? ☐ Yes ☐ No

If yes, please provide a sample of the notice and a proposed list of recipients with your application.

Road closure verification: DATE DELIVERED: _____ METHOD: _____

C. PUBLIC PROPERTY CLEAN-UP

Applicants are responsible for cleaning and restoring the site after the event. Please pick up the trash including paper, plastic, bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be the responsibility of the applicant. If you believe no litter will be generated during your event, please state this in your plan.

- ✓ Trash and recycling containers must be used at all events where trash is created as a result of the event.
- ✓ Vendors that sell beverages must have a 95 gallon blue recycling roll carts.
- ✓ Glass, plastic and aluminum must be collected separately.
- ✓ All cardboard must be broken down and kept separately next to collection containers.

Contracted personnel or volunteers may be used to restore the site to its original condition after the event is over.

Event Clean-up plan: _____

CITY PUBLIC WORKS SERVICES

STAFF – Will the event need City personnel to assist with the even site clean-up? ☐ Yes ☐ No

Date & Time of arrival of staff: _____

Roll Carts and Recycling Carts – The City will provide trash and blue recycling roll carts at your request, however, additional city staff to empty and remove the bins must be contracted separately and indicated above.

How many 95 gallon roll carts are you requesting for TRASH? _____

How many 95 gallon BLUE roll carts are you requesting for RECYCLING? _____

Roll Cart Delivery Location? _____

Roll Cart Emptied? Date: _____ Time: _____ Roll Cart Pick up Date: _____ Time: _____

Will the event need street sweepers prior to the event or at the conclusion of the event?

☐ Before ☐ After ☐ No Specify where: _____

D. SAFETY AND SECURITY

Applicant may be required to hire sworn off-duty law enforcement officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of the City of Chester Police Department Procedures, and be approved by the Chief of Police.

Indicate all types of Security needed and the estimated numbers:

☐ Beer/Alcohol Security ☐ Stage Security ☐ Event Area Security
☐ Gate Security ☐ Road Closure Security ☐ Money Handling Security
☐ Overnight Security From : to : ☐ Other:

Please refer to the Event Staffing Matrix to estimate the number of security officers that will be required in addition to the ones listed above.

Will you require Off-Duty Police Officers to supplement your security staff? ☐ Yes ☐ No TOTAL:

Date and Time for Security to be on site:

Additional Security Information:

CITY OFF-DUTY POLICE

The cost to hire off-duty City Police to provide the above services is \$30/hour per hour per officer for a minimum of (3) three hours. A **Police Service Agreement** must be signed before the Special Event Permit is issued.

In the event that non City of Chester law enforcement officers are used to supplement your security staff, at least one member of the security detail shall be a member of the Chester Police Department, and a City Police Officer will assume supervisory responsibilities as directed by the Chief of Police.

TOTAL OFF-DUTY CITY OFFICERS NEEDED: TOTAL NON-CITY OFFICERS NEEDED:

EVENT SECURITY STAFFING MATRIX

The Special Event Staffing Matrix is a guideline to assist the planning in reasonably predicting the staffing level necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event or as calculated as necessary by the Police Department or Fire Department. **Ultimately the decision of the Police Department to deploy will prevail.**

Estimate # in Attendance*	0 - 100	101 - 200	201 - 500	501 – 1000**
Fairs/Festivals	0	0	3	6
Sporting Events	0	2	3	10
Dances	0	2	4	10
Live Concerts	2	4	6	10
Other (Parades, filming, etc.)	To be determined by Police Department			

*For Private events serving alcohol, an additional 2 officers are needed **For each additional 500 attendees, 2 officers are needed.

E. EVENT SCHEDULE

Please provide a detailed schedule of the event including dates and times for entertainment, activities, hours of events, start time, finish time, etc. If the event requires an extended time frame for set up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheets if needed.)

DATE	TIME	ACTION	ASSIGNED TO

F. ROADS, TRAFFIC AND ROUTES

Does the event restrict access to any private or public parking lots? ☐ Yes ☐ No

If yes, the applicant must provide a signed letter of consent from the private parking lot owners. **This may require the event applicant to lease the lot, pay for relocating the occupants, or reimburse the property owners for any loss of revenue.** This letter must be submitted before the permit will be issued.

ROAD CLOSURES

Will the event need to close any road? ☐ Yes ☐ No (Requests to close roads are not guaranteed, may depend on SCDOT)

If yes, please fill in the following information (attach additional sheets if needed):

STREET	FROM	TO	DATES	TIMES

Applicant should post "No Parking" signs along city roads where public parking spaces exist within the event site.

If your event involves road closures, a parade or any other procession, or more than one location, please attach a map outlining the route and traffic Plan. When planning a moving route, please consult the Chester Police Department before submitting application.

Please note: the City of Chester Police Department has final discretion over your Route and Traffic Plan including but not limited to the placement of all barricades, signs and police/volunteer locations.

ROUTE AND TRAFFIC PLAN

☐ Parade ☐ Road Race ☐ Bike Race ☐ Bike Tour ☐ Walk ☐ Other: _____

Start Location (if applicable): _____ Finish Location: _____

G. CRISIS MANAGEMENT PLAN

Each event must develop a communication and crisis management plan. This plan must be approved by the Fire Marshal before the Special Event permit is issued. *Plan must include:*

____ Name and phone number of responsible person:

____ Method by which emergency services will be notified in the event of an emergency:

____ Method event staff and volunteers will use to communicate with each other:

FIRST AID

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event.

Site Location(s):

Times of operation:

HAZARDOUS MATERIALS

Will the event have any hazardous materials such: (please check all that apply)

☐ Propane ☐ Butane ☐ Gasoline ☐ Helium cylinders ☐ other upright tanks

☐ Portable heaters ☐ Deep fat fryers ☐ Diesel tanks ☐ fireworks, torches, candles or pyrotechnics

All tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place. **If there will be any fireworks or pyrotechnics, please refer to City Ordinance Sec. 23-68. - Public displays permitted. Approval from the Fire Marshal must be received 30 days prior to the event.**

H. SITE PLAN

Provide a detailed Site Plan Sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following if applicable.

<input type="checkbox"/> Tents (include tent sizes) (X)	<input type="checkbox"/> First Aid and/or EMS (FA)	<input type="checkbox"/> Public Recycling receptacle (PR)
<input type="checkbox"/> Food vendors (FV)	<input type="checkbox"/> Garbage receptacles (G)	<input type="checkbox"/> Vendor recycling receptacle (VR)
<input type="checkbox"/> Beverage vendors (BV)	<input type="checkbox"/> Retail Merchant (RM)	<input type="checkbox"/> Alcoholic Beverage vendors (ABV)
<input type="checkbox"/> Barricades (B)	<input type="checkbox"/> Sign or banners (S)	<input type="checkbox"/> Stages or amplified sound (SO)
<input type="checkbox"/> Fire Extinguisher (EX)	<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> Trailers, vehicles, storage (ST)
<input type="checkbox"/> Portable toilet (T)	<input type="checkbox"/> Hand washing sinks (HWS)	<input type="checkbox"/> Bleachers (BL)
<input type="checkbox"/> Security (P)	<input type="checkbox"/> Generator/Electricity (E)	

FIRE HYDRANTS OR SIDEWALK CURB BREAKS THAT ARE USED FOR ADA ACCESSIBILITY MAY NOT BE BLOCKED DURING ANY TIME.

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

I. VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. Use Section J to list all vendors. Use additional sheets if needed.

Does the event include vendors? ☐ Yes (Submit Complete Vendor List) ☐ No How many? _____

FOOD & BEVERAGE VENDORS

Does the event include food concession or cooking areas? ☐ Yes ☐ No

Fire Code requires a fire extinguisher at each cooking location. Food and beverage shall not be sold at an event unless approved and licensed, if necessary by the Chester County Health Department. Event organizers are responsible for arranging health inspections for their events. Applicant must show a plan for clean-up and grease removal.

SPECIAL ATTRACTIONS

Does the event include mechanical rides, spacewalks, or other attractions? ☐ Yes ☐ No How many? _____

Please list special attraction sites on your site plan.

Applicants contracting with amusement ride companies are required to provide the City of Chester with a certificate of insurance naming the City of Chester as addition insured on general liability.

J. ALCOHOL

Please follow all applicable laws for selling, serving and consuming alcoholic beverages.

Will alcoholic beverages be served? ____ Yes ____ No

How will you keep beverages confined to a particular area? Define area on site plan.

What type of alcohol will be served? ____ Beer (served in plastic or paper cup) ____ Wine ____ Other

What method of determining age will you use? _____

Times for serving alcohol: BEGIN: _____ END: _____

Please list locations where alcohol will be served on your site plan.

City Code of Ordinances Section 38-8. – prohibits drinking in public except by permit.

K. EVENT VENDOR LIST		
Please list all commercial vendors who will be present during the event (serving, selling, sampling, or displaying).		
Vendor Name	Vendor Address & Phone Number	Type of Vendor
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction
		____ Food Cooked by: ____ Gas ____ Electric ____ Charcoal ____ Beverages: ____ Non-Alcohol ____ Beer ____ Wine ____ Merchandise ____ Services ____ Special Attraction

		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction

L. VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? ___ Yes ___ No

If yes, attach a schedule of any music or entertainment proposed to occur during the event including band's name and type of music.

Number of stages? _____ Number of bands/performers? _____

Will your event use amplified sound? ___ Yes ___ No If yes, Start time: _____ Finish Time: _____

M. ELECTRIC PLAN

Will generators or electrical service be used? ___ Yes ___ No (If yes, please indicate where on site plan.)

Service beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply at certain sites. Generators CANNOT be refueled within the event site during event operating hours. Use additional sheets if needed.

ITEM	LOCATION	AMPERAGE

N. PORTABLE RESTROOMS

The City of Chester recommends one (1) chemical or portable toilet for every 250 people, or portion thereof that attends the event. At least one of these facilities should be ADA accessible or ten percent (10%) of all facilities. This figure is based upon the maximum number of attendees at your event during peak time. The City of Chester may determine the total number of required facilities on a case-by-case basis.

You are required to provide portable facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public.

Do you plan to provide portable restroom facilities at your event? ___ Yes ___ No

If yes, how many? _____ How many ADA accessible portable toilets? _____

If no, please explain: _____

Sanitation/Portable Provider: _____ Telephone: _____
 Equipment Set-up: Date: _____ Time: _____
 Equipment Pick-up: Date: _____ Time: _____

O. TENTS AND SIGNAGE

When required by International Fire Code, tents and canopies must be "flame resistant."

Will tents be used for the event ____ Yes ____ No Are the tents flame resistant? ____ Yes ____ No

List the number, size and type of tents used: (Use additional sheets)

Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels or weights.

Will any signs or banners be hung? ____ Yes ____ No How many? _____

If yes, list sizes and locations on site plan.

Fastening or attaching any rope, signs banner or flyer or any other object to any tree shrub or park feature on City of Chester property is strictly prohibited.

P. INSURANCE REQUIREMENTS

The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and identifying The City of Chester as an additional insured for the duration of the event.

Has liability insurance listing the City as an additional insured been secured? ____ Yes ____ No

Event Type	General Liability \$1,000,000 Individual \$2,000,000 Aggregate	Liquor Liability* \$1,000,000 Individual
Major Event or Festival (road closures, food service, pyrotechnics, and entertainment stages)	Required	Required
Parade, Procession, March, Road Race, Bicycle Race	Required	N/A
Filming and Photography	Required	N/A
*(If alcoholic beverages are served for either a private or public event on City property.)		

Your permit will not be issued if the insurance certificate has not been received prior to the event.

Q. APPLICANT ACCEPTANCE

Please read and attest to the following conditions and areas of responsibility before signing application.

The authorized agent(s) sponsoring the EVENT attests that the information provided in this application is actual and true and will make every effort to amend the permit should any substantial changes arise.

Notice is hereby given that this permit may be revoked by the Chief of Police, the Fire Chief or Fire Marshal or any Chester Police Department Supervisor for any violation of city/state or federal law or violation of permit conditions, or in the event of any emergency affecting the public health or safety, in addition to appropriate legal action(s).

HOLD HARMLESS CLAUSE:

Applicant/organization hereby shall assume all risks incident to or in connection with the 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 applicants' operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

My signature below acknowledges that I have read and understand the above terms and conditions.

Name of Authorized Agent: _____ **Title:** _____

Signature: _____ **Date:** _____

PERMIT APPLICATION STATUS

Receipt #:	Amount:	Taken by:	Date:
Payment Type (Check One)	___ MC ___ Visa	___ Check ___ Cash	___ Money Order
Credit Card/Check /MO#:		Exp Date:	3Code:
Special Event Form?	___ Yes ___ No	Insurance?	___ Yes ___ No
Background Check Performed?	___ Yes ___ No	Application Approved?	___ Yes ___ No

APPROVAL	NAME	SIGNATURE	DATE
Police			
Fire			
Administration			
Comments:			



CITY OF CHESTER COMPREHENSIVE FEE SCHEDULE

ADMINISTRATION

FOIA Fees	<ul style="list-style-type: none"> • \$.50 per page (black and white) plus Employee Time (\$30.00/hour) • \$5.00 per CD plus Employee Time (\$25.00/hour) • \$10.00 Video to CD plus Employee Time (\$25.00/hour)
Filming Permit	<ul style="list-style-type: none"> • \$30 non-refundable application fee. • \$300/day, max \$450 See Code for details. Appendix B.
Special Event Permit	\$30.00 non-refundable application fee. If less than 30 days, \$50.00 (Additional Fees may be incurred for Police, Public Works, etc.)
Major Event Deposit*	\$350.00 refundable deposit for all festivals or large scale events where clean-up is required.*

BUILDING AND DEVELOPMENT FEES

Issuing Fee Based on Valuation

\$0	\$ 1,000.00	\$50.00
\$1,001.00	\$ 50,000.00	\$50.00 for first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof.
\$50,001.00	\$100,000.00	\$260.00 for first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof.
\$ 100,001.00	\$500,000.00	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof
\$500,001.00	and up	\$1,660.00 for first \$500,000 plus \$4.00 for each additional thousand or fraction thereof

Plan Review	<ul style="list-style-type: none"> • Residential \$150.00 for project costing \$10,000.00 or more • Commercial One half (1/2) the cost of calculated permit fee
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Re-inspection Fee	\$35.00 for the 3 rd and subsequent re-inspections for required inspections
Unauthorized Work	Cost of Permit in addition to ½ half cost of permit.
Demolition Permit	<ul style="list-style-type: none"> • Residential - \$100.00 • Commercial - \$200.00 plus \$0.50 for first 100,000 cubic ft. plus \$0.50 for each additional 1,000 cubic ft. <p>(Note: performance bond requirement for commercial projects over 5,000 sf. per City Code C-2-604.9.)</p> <ol style="list-style-type: none"> 1) Asbestos: Before commencing demolition, you should contact James Hinkle (803)898-7586 with South Carolina DHEC, Asbestos Office to determine whether or not you are required to obtain a permit from their office. There is a process for having a licensed asbestos inspector view the site, etc., and this will be explained by SC DHEC, if required. A link to the SC DHEC home page can be found at http://www.scdhec.net. This site also has some very useful information regarding asbestos inspection and landfill requirements. 2) Lead Paint: If test for lead is positive, the Generator of the waste is responsible for proper disposal. For information, contact Director of SC DHEC Solid Waste at (803)898-1358. This office deals specifically with lead paint issues, such as disposal. Additional information on lead paint can also be found at the following website: http://www.scdhec.gov/lwm/forms/pbfact4.pdf.
Moving a Structure	Commercial or Residential - \$100.00
Mobile or Manufactured Home	Calculated same as “All Permits” with minimum fee no less than \$200.00. plus \$40.00 moving fee plus \$5.00 Decal fee
Certificate of Occupancy	<p>\$125.00 (includes inspection for electrical service approval)</p> <p>A certificate of occupancy is required before occupancy of:</p> <ol style="list-style-type: none"> a. a new commercial or residential building b. an existing commercial building when any business changes owners or types of occupancy, adds to, renovates, or builds c. a new business is established d. vacant or remodeled home is occupied <p>Building and fire code inspections are required and applicable code requirements must be met prior to issuance of a certificate of occupancy and release for electric service.</p>
Appeal to Construction Board of Appeals	\$75.00

Development Permit Fee	ACREAGE OF PLAN COVERAGE		TOTAL FEES	
	Under 3 acres		\$ 90.00	
	3 to 11 acres		\$120.00	
	11 to 51 acres		\$205.00	
	51 to 100 acres		\$365.00	
	Over 100 acres		\$475.00	
	ESTIMATE CALCULATIONS FOR RESIDENTIAL VALUATIONS			
	Residence	Sq. Footage x \$70.00		
	Basement	Sq. Footage x \$45.00		
	Porches	Sq. Footage x \$45.00		
	Garage or storage Bld.	Sq. Footage x \$35.00		
	Carport	Sq. Footage x \$20.00		
	Deck	Sq. Footage x \$20.00		
	Additions	Sq. Footage x \$70.00		
	Ag Use Barn Bld.	Sq. Footage x \$12.00		
	Roofing	Sq. x	\$100.00 (Sq. = 10 x 10)	
Historic Preservation Commission	Application for Review	\$50.00		
Zoning Code Services	<ul style="list-style-type: none"> Residential Zoning Compliance Commercial Zoning Compliance Zoning Compliance Letter 	\$50.00 \$60.00 \$80.00		
			Commercial	Residential
	<ul style="list-style-type: none"> Zoning Administrative Appeal 	\$300.00	\$300.00	\$100.00
	<ul style="list-style-type: none"> Zoning Variance Application 	\$300.00	\$300.00	\$100.00
	<ul style="list-style-type: none"> Special Exception Application 	\$300.00	\$300.00	\$100.00
	<ul style="list-style-type: none"> Rezoning 	\$300.00	\$300.00	\$150.00

CODES ENFORCEMENT FEES

Overgrown Lot Cutting (Same Growing Season)	<ul style="list-style-type: none"> Cost plus \$100.00 for First Offense Cost plus \$200.00 for Second Offense Cost plus \$300.00 for Third Offense Cost plus \$500.00 for Fourth Offense
Demolition	Cost plus \$250
Secure Structure	Cost plus \$100
Debris clean-up	Cost plus \$100

FINANCE DEPARTMENT FEES

Business License Taxes	See Code Ch 11, Article IV, Section 11-81
Hospitality Taxes	2% on prepared meals and beverages
Audit/Budget Preprinted Book Fee	\$25.00
Evergreen Cemetery Burial Space	<ul style="list-style-type: none"> Single Space (Resident) \$760.00 Single Space (Non-Resident) \$1,200.00 Burial Permit \$50.00 Refundable Marker Fee \$200.00 Annual Perpetual Care Fee \$100.00
Returned Check Fee	\$35.00
Setoff Debt Collection Fee	\$25.00

MUNICIPAL COURT FEES

Certified Audio Recordings	\$75.00
Certified Copies	\$5.00
Additional Copies of Forms	\$3.00
Other Copies:	\$.20 per page plus Employee Time (\$25/hour)

PARKS AND RECREATION DEPARTMENT FEES

Programs/Activity	
Farmers Market Vendor	\$30.00/year
Summer Camp	\$40 registration per child, \$20/week/child
Pool Admission	\$5 per person; age 6 and under free
Youth Football	\$50 per registration
Youth Cheerleading	\$40 per registration; \$60 uniform fee
Senior Bingo	\$5 per 3 cards; \$1 extra per card
Senior Exercise	\$1 per class
Stadium Gate Admissions	\$2 per person; age 6 and under free
Adult Team Registration	\$ 200.00 per team
Contracted Classes	Fee established by instructor. City receives 10% of contracted class registration fees.
Facilities/ Park Rental	
<ul style="list-style-type: none"> Baseball/Softball Fields 	<ul style="list-style-type: none"> \$350.00 per day per field \$ 40.00 per hour per field

	<ul style="list-style-type: none"> • \$ 75.00 marking fee • \$ 50.00 per hour for lights • \$ 25.00 discount per additional field (\$100.00/one field, \$175.00/two fields, \$250.00/three fields) • \$ 100.00 security fee (refundable)
Football and Soccer Joe Collins Stadium	<ul style="list-style-type: none"> • \$800.00 per day per field • \$75.00 marking fee • \$ 400.00 security fee (refundable)
Aquatic & Fitness Center Rental Fees	<ul style="list-style-type: none"> • Classroom 1, 2 & 3 \$75/hr \$50 Deposit • Classroom 5 \$50/hr \$25 Deposit • Gymnasium \$150/hr \$75 Deposit • Pool \$200/hr \$100 Deposit <p>MUST Secure 4 lifeguards at \$10/hour</p> <p>** Deposits are non-refundable</p>
Park Shelters	\$50/ Day
AgriBusiness Center	Rental of Kitchen \$50/ hour Refundable Deposit \$150.00 Rental of Large Room \$500/ day Refundable Deposit \$100.00 Additional Fee for Kitchen \$150.00 Application Fee \$25.00
City Hall Foyer	\$500/ Day \$100 refundable deposit*
Outdoor Amphitheater	\$300.00 per day \$50 security deposit*, special event form and fee
Backlot	Backlot Shelter \$250/Day Refundable Deposit \$100 Backlot Shelter and Lot \$750/Day Refundable Deposit \$250
ALCOHOL	Alcohol is prohibited in ALL City of Chester Facilities

POLICE DEPARTMENT FEES

Incident Report	\$2.00 per page
Accident Report	Accident Reports \$10.00
Vehicle Storage Fee	\$50.00 per day
Towing Fee	\$200.00
Security Officers	Hired as off duty security through separate contract with officer \$45.00 an hr. Minimum \$25 per officer for each officer reserved for cancellations.

PUBLIC WORKS DEPARTMENT

Waste Collection	\$21.00 per month for each address with separate water/sewer service
	Replacement Green Carts \$90
	Replacement or Additional Recycle Bin \$20
Special Events	Hang Banners, Signs etc. \$30.00 Street Barricades Deliver/Pickup \$75.00 Roll Carts (Trash Cans) Deliver/Pickup \$75.00 \$25.00 per hour per person /2Hr Minimum. During and after event (Number of workers to be determined by Public Services Director.) Street Sweeper use after events if needed \$100.00

MISCELLANEOUS

General Event Staffing	\$35/hour (2 hour minimum) concessions, gate keeper, clean-up crew, etc. Paid through payroll and covers WC, FICA, retirement, etc.

*Deposits are returned after an inspection is complete.

The deposit will be refunded within 7 business days if no cause to reduce deposit is found.