



City of Columbia Special Event Fee Schedule

Special Event Permit Processing Fees		
Event	Application Deadline	Permit Fee
Major Festival or Event May include: Outdoor entertainment, sale of food/beverages, service of alcohol, and/or generate revenue Expected attendance greater than 1,000	90 days prior to the event	\$100.00
Festival or Event May include: Outdoor entertainment, sale of food/beverages, service of alcohol, and/or generate revenue Expected attendance less than 1,000		
Parade, Procession, March, Road Race, Bicycle Race Includes the restriction or closure of roadway		
Private or Public Gathering May include: Sale or service of food/beverages, outdoor entertainment, and /or the service of alcohol	60 days prior to the event	\$50.00
Neighborhood Gatherings, Block Party or Walk Includes the restriction of sidewalk or residential street	30 days prior to the event	\$25.00
Road Closure Request – City Center: <i>Area bound by Elmwood to Blossom and Pickens to the Congaree River</i> Includes closure for crane operations, road work, etc.		
Full Road Closure	15 days prior to event	\$1,000 per day [^]
Lane Closure	15 days prior to event	\$500 per day [^]
Road Closure Request –anywhere other than City Center and neighborhood/residential areas: Includes closure for crane operations, road work, etc.		
Full Road Closure	15 days prior to event	\$500 per day [^]
Lane Closure	15 days prior to event	\$250 per day [^]
Road Closure Request – Neighborhood & Residential areas <i>Areas designated as residential base zoning districts by the Unified Development Ordinance in Chapter 17 of City of Columbia Ordinances:</i> Includes closure for crane operations, road work, etc.		
Full Road Closure	15 days prior to event	\$50 per day [^]

NOTE: These fees are for permits only. This does not cover the cost for city services needed for the events to ensure public safety and other needed items for the events. Events that include alcohol to be consumed on public property require approval by City Resolution. Please see the next section for possible additional costs.

[^] A day is defined as 24 hours from 6:00 a.m. to 6:00 a.m. the following day.



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Special Event City Services Fees			
Service	Rate	Additional Information	Effective Date**
Public Works Roll Carts	\$20.00 per cart	Delivery and pick up from site Includes disposal after pick up.	Effective January 1, 2024
Public Works Employee Onsite to Service Roll Carts	\$32.00 an hour per employee	Will handle the emptying of roll carts during event.	Effective January 1, 2024
Public Works Barricades	\$10.00 per barricade for first 50 barricades \$7.50 per barricade for 51+ barricades	Includes delivery and pick up from event. Number of barricades needed will be determined between CPD and the event coordinator to ensure public safety.	Effective January 1, 2024
Public Works Street Sweeping	\$50.00 per hour	Arranged as needed and/or requested	Effective January 1, 2024
Public Works Blower Operator	\$20.00 per hour per employee	Arranged as needed and/or requested	Effective January 1, 2024
Public Works Traffic Electrician	\$60.00 per hour per employee	Arranged as needed and/or requested	Effective January 1, 2024
Electricity Box Hookup	\$20.00 per box	As needed and/or requested	Effective January 1, 2024
Water Tap Hookup	\$10.00 per tap	As needed and/or requested	Effective January 1, 2024
Administration Fee	12% of total invoice	12% of total invoice for Administrative Fee	Effective January 1, 2024

**NOTE: These prices will go into effect January 1, 2024 for all events regardless of date event permit was submitted

Police Officer	\$50.00/hour per officer	Minimum of three hours Number of officers needed will be determined between CPD and the event coordinator.	Effective July 1, 2023
Fire Marshal	\$50.00/hour per Marshal	Minimum of three hours	Effective July 1, 2023