

PERMIT APPLICATION FOR TOURING HISTORIC CHARLESTON

Date of Application _____

Name of Tour Group _____

Name of Bus Company _____

Address _____

Contact Person _____ Phone (_____) _____

LOCAL (CITY OF CHARLESTON) GUIDE SERVICE HANDLING TOUR _____

Will the Bus park downtown overnight? Please check one Yes (If Yes, Where? _____) No

TOUR PERMIT _____ TOURING PERMITS REQUESTED

No large buses may conduct a tour in the districts without a touring permit

DATE _____ HOURS OF TOUR _____

DATE _____ HOURS OF TOUR _____

DATE _____ HOURS OF TOUR _____

PARKING PERMIT _____ PARKING PERMITS REQUESTED

DATE _____

Departure Time & Place _____

Destination _____

DATE _____

Departure Time & Place _____

Destination _____

DATE _____

Departure Time & Place _____

TRANSPORTATION PERMIT _____ TRANSPORTATION PERMITS REQUESTED

DATE _____

Departure Time & Place _____

Destination _____

DATE _____

Departure Time & Place _____

Destination _____

ANY SPECIAL ROUTES REQUESTED:

PLEASE ENCLOSE CHECK OR MONEY ORDER: Tour permits are \$14.00 per day per vehicle.

*(Please note that parking permits acquired on the same day as the tour are **included** in the \$14.00 fee).

PARKING PERMITS - \$14.00 per day per vehicle for ensuing days.

TRANSPORTATION PERMITS are issued at no charge (free)

***TOURISM FEE (50 cents per person for all tours)**. Students under the age of 18 are excluded from this fee as well as the escorts and drivers. This fee may be paid upon arrival.

*All cancellations received in writing by mail or fax (843) 579-7673 ten days prior to the tour will receive a full refund. If you have any questions please contact the Permit Office at (843) 724-7395 or (843) 720-3965.

MAKE CHECKS PAYABLE TO: CITY OF CHARLESTON

MAIL TO: Tourism Management Office
32 Ann Street
Charleston, South Carolina 29403

This permit cannot be guaranteed until the request form is filled out and the check submitted. **PERMITS ARE NOT MAILED**, they must be picked up by the local guide service handling the tour or upon your arrival in Charleston Sunday through Saturday from 8:30 a.m. to 5:00 p.m. (closed Thanksgiving and Christmas) in the Tourism Management Permit Office located inside the Bus Shed adjacent to the Visitor Reception and Transportation Center, 375 Meeting Street.

If you require further assistance, contact the Charleston Area Convention & Visitors Bureau at (843)853-8000, or 1-800-868-8118 for the Continental United States. The toll free number is not accessible when dialing from South Carolina.