



**City of Myrtle Beach**  
**South Carolina**  
**FACILITY USE APPLICATION**

**APPLICANT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
(Residence)

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
(Business)

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**FACILITY TO BE USED:** \_\_\_\_\_

**BEGINNING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**DETAILED DESCRIPTION OF ACTIVITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ❖ THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED, UNLESS APPROVED BY THE DIRECTOR OF THE CULTURAL AND LEISURE SERVICES DEPARTMENT.
- ❖ VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK EXCEPT IN DESIGNATED PARKING, LOADING OR UNLOADING ZONES, EXCEPT WITH THE SPECIFIC WRITTEN PERMISSION OF THE POLICE DEPARTMENT (TO BE ATTACHED TO THIS DOCUMENT).
- ❖ THE CITY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE THE TYPE, NUMBER AND PLACEMENT OF ALL STRUCTURES, INCLUDING BUT NOT LIMITED TO TENTS, BOOTHS, DISPLAYS AND COOKING APPARATUS.
- ❖ IT IS AGREED AND UNDERSTOOD THAT PERMITTEE IS SOLELY RESPONSIBLE FOR THE CONDITION AND CLEANLINESS OF FACILITY USED DURING THE TERM OF THIS PERMIT AND AGREES TO RETURN SAID PROPERTY IN THE SAME CONDITION AS FOUND, REASONABLE WEAR AND TEAR EXCEPTED.
- ❖ PERMITTEE AGREES TO ARRANGE FOR AND ASSUME THE COST OF PROVIDING SECURITY AND CROWD CONTROL WHEN SUCH IS DEEMED NECESSARY BY THE CITY.
- ❖ PERMITTEE AGREES TO CONDUCT ALL ACTIVITIES IN COMPLIANCE WITH THE LAWS OF THE STATE OF SOUTH CAROLINA AND ALL APPLICABLE CITY ORDINANCES.
- ❖ PERMITTEE AGEES TO PURCHASE AND MAINTAIN IN FORCE FOR THE FULL TERM OF THIS PERMIT A GENERAL LIABILITY POLICY MEETING THE FOLLOWING CRITERIA.
  - 1) Coverage shall be written on an occurrence basis and provide Premises/Operations: Independent Contractors: Products/Completed Operations: Contractual and Broad Form Property Damage.





**CITY OF MYRTLE BEACH  
CULTURAL & LEISURE EVENT RESUME**

A full list of our facilities that are available are on our website:  
[www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)

Please specify your requested facility below:

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So that we may assist you in having a successful event, please answer the following.  
(If a question does not apply, please write N/A)

**Contact Information:**

Name: _____			Date: _____		
Business Name: _____			Email: _____		
Street Address: _____			Apartment #: _____		
City: _____		State: _____		ZIP: _____	
Phone #: (H) _____		(C) _____		(W) _____	

**Event Information:**

Event Name: _____	
Date & Time of Event: _____	
Date & Time of Set-Up: _____ Date & Time of Breakdown: _____	
Public or Private Event: _____ Expected Attendance: _____	
Number of your staff that will be present: _____	
Will this be catered; have bands, or any other outside vendors? (Y/N) _____,	
If yes, please explain: _____	

**Details of Event:**

Is your group or organization registered as non-profit (Y/N)? \_\_\_\_\_  
Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? \_\_\_\_\_,  
If yes, please explain: \_\_\_\_\_

Do you plan to serve or allow guests to bring alcoholic beverages (Y/N)? \_\_\_\_\_  
Do you plan on decorating (Y/N)? \_\_\_\_\_ What Type? \_\_\_\_\_  
Do you plan on displaying signage (Y/N)? \_\_\_\_\_ If yes, what and where? \_\_\_\_\_

Do you plan to have any structures such as tents, stages, etc. (Y/N)? \_\_\_\_\_,  
If yes, what kind, when will they be installed and who will install these structures?

\_\_\_\_\_

If this is a wedding on the beach, who is performing the ceremony?

Do you plan to cook on-site (Y/N)? \_\_\_\_\_ If so, how? \_\_\_\_\_

Please describe set up requirements: \_\_\_\_\_

Do you plan on having entertainment (Y/N)? \_\_\_\_\_, If yes, what kind and who?

Are you requesting closing streets (Y/N)? \_\_\_\_\_ Which Ones? \_\_\_\_\_

Do you plan to use the electric provided in the facility/park (Y/N)? \_\_\_\_\_,  
If yes, please fill out the electrical attachment.

Do you plan to hire off-duty police or private security (Y/N)? \_\_\_\_\_,  
If yes, who and how many? \_\_ (Security been approved by MBPD?) \_\_\_\_\_

What is your plan in case of medical/police emergency? \_\_\_\_\_

Please explain all activity you plan to do at the park/facility:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What area of the park/facility do you plan to use?  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Event:** (continued)

Describe any other activity at the event such as pony rides, performers, waterslides, etc. that might impact the use of the facility or the success of the event:

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**Site Plan:** (If it's a birthday party or family reunion, site plan not required.)



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Electrical Attachment for Park and/or Shelter Rental

- Not all parks have electric circuits available. Please ask when filling out the permit if the park you want to rent has electric available.
- What equipment do you plan to use that needs electric? (If possible, give wattage and voltage for each)

	Equipment	Watts	Volts
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____
e)	_____	_____	_____
f)	_____	_____	_____
g)	_____	_____	_____
h)	_____	_____	_____
i)	_____	_____	_____
j)	_____	_____	_____

- Equipment such as coffee makers, popcorn poppers, cotton candy machines and other cooking equipment or motor driven equipment may need to be on a circuit by itself. Please contact staff prior to your event to see if all your equipment listed can be accommodated by the electric in the park. If not, a generator may need to be rented.
- If any equipment listed above needs 240 Volts, please check with staff to see if it is available at that park
- If 240 volts is available, a licensed electrician must make any electrical “taps” required to make that equipment work.
- If a band is performing at your event and requires more than the 120 volt convenience outlets provided, please contact staff prior to tapping into the panel box. As listed above, a licensed electrician must make that tap.