

## ANNUAL TREE LIGHTING CEREMONY AT THE MARKET COMMON

- Applicant: Caitlen Buffkin  
BEI-Beach LLC/The Market common
- When: November 17, 2018
- Time: 6:00 p.m. - 9:00 p.m.
- Where: The Market Common
- Road Closures: Reed Street between Deville Street and Howard Ave and Deville Street between Blizzard and Nevers

**APPLICATION FOR SPECIAL EVENTS PERMIT**  
**Within the City of Myrtle Beach, SC**  
(Please print legibly or type)  
(Must be submitted 30 days prior to the event)

1. Name of Activity/Event: Annual Tree Lighting Ceremony

2. Type and Purpose of Event: Neighborhood and City-Wide Festival; Its purpose is to drive traffic to The Market Common

3. Location of Event: The Market Common

4. Organization: BEI-Beach, LLC / The Market Common

5. Applicant: Caitlen Buffkin

<p>6. <u>Caitlen Buffkin</u> Primary contact person <u>4017 Deville Street</u> <u>Myrtle Beach, SC 29577</u> Primary address <u>843-839-3500 / 843-839-3502</u> Primary telephone/fax number <u>CBuffkin@MarketCommonMB.com</u> Primary email address</p>	<p><u>Heather Gray</u> Alternate contact person's name <u>4017 Deville Street</u> <u>Myrtle Beach, SC 29577</u> Alternate address <u>843-839-3500 / 843-839-3502</u> Alternate telephone/fax number <u>Heather.Gray@MarketCommonMB.com</u> Alternate email address</p>
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7. Date(s) of event: November 17, 2018 Hours of operation: 6 - 9 PM

8. Date of set-up: November 17, 2018 Take Down Completed By: 11 PM

9. Expected attendance: 500

10. Charitable Benefactor (if applicable): \_\_\_\_\_  
Is group a non-profit organization: ☐ Yes ☒ No If yes, attach copy of 501 IRS letter.  
If no, what portion of proceeds will go to charitable organizations: \_\_\_\_\_

11. How will you publicize the event?  
Social Media, Website, Event Signs, Press Releases

12. Are public funds being used? ☐ Yes ☒ No

13. Does the applicant intend to gate the event and charge an admission fee: ☐ Yes ☒ No  
If so, please detail the amount of the fee and describe as to how the event will be gated: \_\_\_\_\_

14. Entertainment Description (show on site plan): Santa Claus, Choral Groups, Musicians, Games, Inflatables, Train, Face-Painters, Balloon Artists

Speakers/microphone needed: ☐ Yes ☐ No Electrical hook-ups needed: ☒ Yes ☐ No

15. Is a fireworks display planned in conjunction with this event? ☐ Yes ☒ No  
(Fireworks displays require a SC State Permit obtained by a SC Licensed Pyrotechnician.)

16. To what extent has the applicant communicated with adjacent property owners, and what responses have been received? Merchants and residents are very supportive

18. Parking requirements:(show on site plan): No. of spaces available 1700 No. of handicap\_\_\_\_  
If required, has permission been granted for use of Event location by entity other than the City of  
Myrtle Beach? ☐ Yes ☐ No If yes, please attached proof of authorization.

licensed. Please indicate exact location of vendors on the site plan.

**22. FOOD SERVICE:**

Will food be prepared at this event? ☐ Yes ☒ No

If yes, describe in detail on a separate sheet how the food will be prepared, type and location of cooking appliances and type of fuel to be used for cooking.

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**23. Prior Events:**

Is this a first time event? ☐ Yes ☒ No

Has this event occurred five (5) or more times in the preceding years? ☒ Yes ☐ No

If so, please list the years: 2008 - 2017

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**24. Emergency Medical Services:**

An approved EMS plan is required to receive a permit for the event.

Please attach appropriate documentation (attach additional pages as necessary).

(Call City of Myrtle Beach Fire Department at 918-1109 for questions.)

**25. Security Plan:**

(Call City of Myrtle Beach Police Department at 918-1366 for questions.)

Has the Police Department approved a security plan? ☐ Yes ☒ No

Detail your security plans during event. (attach additional pages as necessary).

(The plan shall specify

- a. The number of POST-certified off-duty law enforcement personnel and private security guards which the applicant plans to hire – where the number of off-duty law enforcement personnel shall be the same or more than the number of private security guards.
- b. The arrangements the applicant has made for hiring them.
- c. Details of the plan for payment.

If no, you must engage qualified security consultants to provide the Police Department with a security plan for approval. A security plan must be approved in order to receive a permit for this event.

If yes, please attach appropriate documentation.

**26. Cleanup of Event Area:**

Detail your plan to keep site and adjacent public and private property free of trash and debris generated by this activity: The Market Common maintenance staff will clean the area and pull trash.

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If using a private sanitation company, give name, contact person and telephone number: \_\_\_\_\_

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Will additional trash receptacles need to be placed in the event area? ☐ Yes ☒ No If Yes, please contact the City of Myrtle Beach Solid Waste Division (843-918-2160), and they will assist in determining the number of receptacles needed as well as the cost for providing the additional service. If this service is used, payment is due five (5) days before the event.

**27. Street Closings:**

(Please attach documents from SCDOT and/or City of Myrtle Beach authorizing this closure.)

Streets to be closed: Reed Street (from Howard Avenue to Deville Street); Deville Street (from Blizzard Street to Nevers Street)

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Day/Dates: Saturday, November 17, 2018

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Closing Time: As determined by the MBPD; Set-up begins at 2 PM

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Opening Time: As determined by the MBPD; Event ends by 9 PM

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28. Insurance: (Certificate of Insurance to be sent to City of Myrtle Beach Risk Department; for questions call 918-1007.)

- 1) Coverage shall be written on an occurrence basis and provide Premises/Operations: Independent Contractors: Products/Completed Operations: Contractual and Broad Form Property Damage.
- 2) Minimum Limits of Liability will be \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- 3) The City of Myrtle Beach shall be named as "additional insured" and the policy endorsed to require that the City be provided thirty (30) days written notice of coverage modification or cancellation.
- 4) A certificate of insurance will be provided to the City ten (10) days prior to the beginning date of the event permitted herein.
- 5) Additional limits or coverages may be required by the Risk Manager to address specific special or unusual hazards.

29. Special Requirements:

Are there any special or unusual requirements that may be imposed or created by virtue of the proposed event activity? ☐ Yes ☒ No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SITE PLAN

(The site plan must accompany your Special Event application or the application will be considered incomplete and returned to the applicant.)

### Site Plan Size Requirement:

The City may be able to provide a base map of the area upon request.

Must be presented on 8 ½" x 11" letter size paper

### Site Plan must include the following:

- 1) Location and number of all structures with respect to the existing buildings, property lines, roads and walkways, to include
  - ☐ Tents/detail description of size/state if tent is fully or partially enclosed/number of tents; Indicate activity in each tent.
  - ☐ Grandstands/size/capacity
  - ☐ Stage – include electrical hook-ups and engineer certification
  - ☐ All electrical hook-ups/generators
  - ☐ All speakers/hook-ups
  - ☐ Vendor booths, size and description of goods sold
  - ☐ Refreshment stands
  - ☐ Restroom accommodations (include number of handicap accessible); please advise if you will require a source of potable water.
  - ☐ Tables
  - ☐ Trash and recycling receptacles
  - ☐ Signs with size indicated (must identify all signs visible from public roadway)
  - ☐ Parking areas/include handicap spaces available and number
  - ☐ Vehicle/trailer locations
  - ☐ Perimeter fencing, barricades, barriers, and all entry/exit points.

Additional applications/licenses or permits required:

- 1) Tent permit from City Construction Services Department (843-918-1111).
- 2) Business licenses from City Business Office for all vendors (843-918-1151). (The business license form is also available on the City website.
- 3) Liquor license and/or beer/wine license from the State of South Carolina.
- 4) Street closure permits from SCDOT and/or the City of Myrtle Beach.

REVIEW YOUR APPLICATION PRIOR TO SUBMITTAL !!

Please fill out the application completely. All applications are considered new and "same as last year" is not an appropriate answer. A complete application includes the required site plan of the correct size and security plans described herein.

By my signature below, I certify that I have actual authority to make this application, and to bind the organization, if any, sponsoring the event, and that I, or the organization, will be financially responsible for any costs or fees that may be imposed for the Event.

Date Submitted: 9/7/2018 Signature of Applicant: RC Bouffler





# THE MARKET COMMON

## Security Plan: Annual Tree Lighting Ceremony

### Summary of Event:

The Annual Tree Lighting Ceremony event will be held in front of the Grand 14 Cinema and on Reed Avenue (from Howard to Deville) and Deville Street (from Blizzard to Nevers). Starting at 6pm. We will have a percussion band and mascots from various area businesses to draw in a crowd and provide entertainment. Santa will arrive (by motorcycle) at 6:00pm, welcome the crowd and use his magic to light the tree. The entertainment for the evening will be on the stage in front of the Grand 14 and will begin as the tree is lit. We have a brass band and a choral group who will each perform for 45 minutes. The mascots will be introduced from the stage between the brass band and choral performances. Santa will be in his sleigh in front of the Grand 14 for pictures and to visit with the children for the entire evening while the mascots mingle with the crowd. We also have a holiday street carnival for the children including festival type food, a trackless train, games, inflatables, face painting and a balloon artist.

### Load In/Load Out: Noon to 5pm

The inflatables, trackless train, games and food vendors will arrive by trucks and will need to load in from Deville Street (Phillis Blvd side) to set up for the event. The balloon artist and face painter will also load in from that area.

### Alcohol:

There will not be any alcohol served at this event.

### Security:

Security will be provided by The Market Common staff on an as-needed basis.

### Vendors:

Games – entertainment vendor  
Trackless Train – entertainment vendor  
Balloon Artist – entertainment vendor  
Face Painter – entertainment vendor  
Mascots (including Santa) – entertainment vendor  
Steel Drum band – entertainment vendor  
Brass Band – entertainment vendor  
Holiday Choral – entertainment vendor  
Stage & Generator -Rent A Tool  
Sound – North Shore  
Prepared Food Vendors

### EMS:

We will call for EMS in an emergency.









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The Annual Tree Lighting Ceremony event will be held in front of the Grand 14 Cinema and on Reed Avenue (from Howard to Deville) and Deville Street (from Blizzard to Nevers) starting at 6pm. We will have various vendors and entertainment and an exciting appearance by Santa, himself! Santa will arrive at 6pm, welcome the crowd and use his magic to light the Christmas tree. The entertainment for the evening will be on the stage in front of the Grand 14 and will begin as the tree is lit. We will have various vocal and dance groups who will each perform for 20-45 minutes. Santa will be in his sleigh in front of the Grand 14 for pictures and to visit with the children for the entire evening while the crowd enjoys vendors and kid's entertainment area. The kid's entertainment and vendor area will include festival type food, a trackless train, games, inflatables, face painting, and a balloon artist.

### Load In/Load Out:

The inflatables, trackless train, games, and food vendors will arrive by trucks and will need to load in from Deville Street (Phillis Blvd side) to set up for the event. The balloon artist and face painter will also load in from that area.

### Alcohol:

There will not be any alcohol served at this event.

### Security:

Security will be provided by The Market Common staff on an as-needed basis.

### Vendors:

- Games – 5 Star Farms
- Trackless Train- 5 Star Farms
- Balloon Artist – Balloontastic
- Face Painter – Fantasy Face Painting
- Holiday Choral; Dancers – Entertainment Vendors
- Stage – Rent A Tool
- Generator – SunBelt Rentals
- Sound – North Shore Productions
- Prepared food vendors

### EMS:

We will call for EMS in an emergency.



