

SUN FUN FESTIVAL

- Applicant: Michelle Kerscher/Gay Dolphin
Jan Connell/ OMA
- When: June 1 - 3, 2018
- Time: June 1, 5:00 p.m. -11:00 p.m.
June 2 & 3, 10:00 a.m. -11:00 p.m.
- Where: Plyler Park, beach in front of Plyler Park, Ocean Blvd. and the Boardwalk between 8th Ave North and Mr Joe White Avenue.
- Set-up and Take Down: June 1 & June 5
- Expected Attendance: 10,000
- Road Closures: For Parade only: June 2nd from 8th Ave N. proceeding North on Ocean Blvd to 16th Ave. North beginning at 10:00 a.m.
- SE Committee Vote: 11-0 approved



City of Myrtle Beach

Parade Permit Application

An application for a parade permit shall be filed with the Chief of Police or his/her designee not less than 30 calendar days or more than 180 calendar days before the date of the proposed parade. The approval of a parade permit does not constitute sponsorship of the event by the City. The parade chairperson or other person heading or leading the activity shall carry the approved permit personally during the parade.

Today's Date: 2/25/2018

Proposed Date of Parade: 6/2/2018

Applicant Name: Michelle Kerscher

Phone: 803.600.6012

Address: 916 N. Ocean Blvd

(Residence)
Phone: 843.448.6550

Myrtle Beach, SC 29577

(Business)
Fax: 843.448.9236

Organization: OMA/Gay Dolphin

Address: 916 N. Ocean Blvd.

Phone: 843.448.6550

Myrtle Beach, SC 29577

Alternate Phone: 803.600.6012

Authorized and Responsible Head of Organization: Michelle Kerscher

Parade Chairperson: Michelle Kerscher

Phone: 803.600.6012

Address: 916 N. Ocean Blvd.

Alternate Phone: 843.222.2230

Myrtle Beach, SC 29577

E-Mail: mkerscher9@gmail.com

Has the applicant, organization or Chairperson been granted a Parade Permit in the past? Yes Dates of previous parades: June 4, 2016, June 3, 2017

Is the parade being held by or on behalf of any person other than the applicant? No
If yes, then a written document must be attached which authorizes the applicant to apply for the permit on such person's behalf.

What is the purpose of the parade? (i.e. band competition, holiday celebration, etc.)

Sun Fun Festival

Time Assembly Will Begin: 9:00 a.m.

Proposed Assembly Area: 8th Ave. North, Side streets off of 8th Ave. North

Step-Off Time: 10:00 a.m. Ending Time: Noon

(Note: Total time may not exceed 4 hours)

Proposed Route (include starting point and ending point): _____

Starting at 8th Ave. North, and proceeding North on Ocean Boulevard to 16th Ave. North

Will the parade occupy all or only a portion of the width of the streets proposed to be traversed? All

Proposed Disassembly Area: 16th Ave. North near Chapin Park

How many people will participate in the parade? 40+ entries

Describe the number and types of animals that will participate in the parade: _____

No animals at this point, except for those riding on the nonprofit MB Kennel Club float

Describe the number and types of vehicles that will participate in the parade: _____

Floats, cars, golf carts, walking groups, Omar Shriners, etc. Number of vehicles should not exceed 100

What interval of space will be maintained between the parade units? At least 30 ft.

How many spectators do you expect? 2,000

Will there be a reviewing/judging area? Yes If yes, then please give the location and number of people expected in the area. Plyer Park, estimated 50 people

Please list any additional information that should be considered in order to make a fair determination as to whether a permit should be issued: _____

Insurance: The Permittee shall provide comprehensive general liability insurance coverage in a combined single limit of at least one million dollars (\$1,000,000) from no less than an A-Rated company naming the City as an additional insured. Please attach proof of insurance to this application.

Security: The Permittee agrees to arrange for and assume the cost of providing security and/or crowd control when deemed necessary by the City. Please attach a security plan that has been approved by the Special Events Coordinator of the Myrtle Beach Police Department.

Cleanup: The applicant and/or sponsor shall be responsible for cleanup after the event.

Public Services: The Permittee agrees to pay reasonable fees as are determined to be necessary to cover the cost of public services and equipment provided by the city for the event. A bond in the amount of \$_____ will be required. Please attach a copy of the receipt for payment of the bond.

Highway Closure: The Permittee agrees to obtain all necessary permits that would be required to close any state-owned highways for the purposes of this event. Please attach a copy of permits issued by the South Carolina Department of Transportation.

Alternate Route: The Manager or designee, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of the action, file a written notice of acceptance with the Manager or designee.

Other: The Permittee agrees to:

- conduct all activities in compliance with the laws of the State of South Carolina and all applicable City Ordinances.
- upon direction of the City to immediately cease activity in the event of insurance cancellation until proof of coverage satisfactory to the City is resubmitted.
- protect, defend, indemnify, and hold the City, its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses and liabilities of every kind and character arising out of this permit.

The Permittee further agrees and understands that the City may revoke and terminate this permit upon a finding by the City that permittee's event is detrimental to the safety, welfare, health, or best interests of the citizens of the City of Myrtle Beach.



Applicant Signature

2/25/2018

Date

Attachments (check items that apply):

- ☐ Authorization to apply for permit on another person's behalf
- ☐ Certificate of Insurance
- ☐ Security Plan
- ☐ Receipt for payment of bond
- ☐ Permit from the S.C. Department of Transportation

Please submit the completed application and all attachments to:

Special Events Coordinator
Myrtle Beach Police Department (Annex)
3340 Mustang Av.
Myrtle Beach, SC 29577
(fax) 843-918-1829

Cultural and Leisure Services:

_____ Approved Bond Amount Required: \$ _____

Conditions: _____

_____ Disapproved

Reason for Disapproval: _____

_____ Date _____ Director/designee

Police Department:

_____ Approved

Conditions: _____

_____ Disapproved

Reason for Disapproval: _____

_____ Date _____ Chief of Police/designee

Risk Manager:

_____ Approved

Conditions: _____

_____ Disapproved

Reason for Disapproval: _____

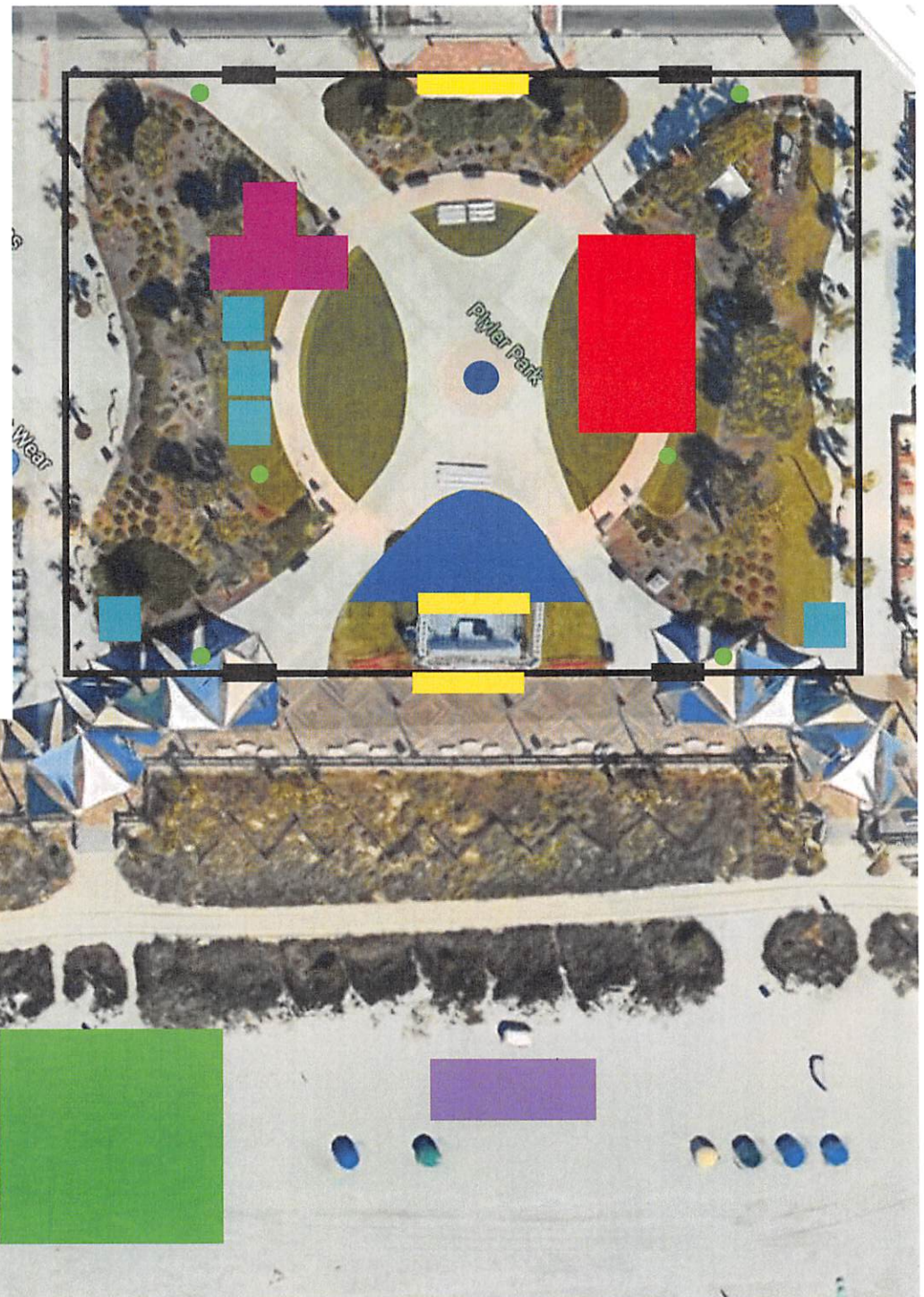
_____ Date _____ Risk Manager/designee

Right of Appeal: Any person aggrieved shall have the right to appeal the denial of a parade permit to the City Council. The appeal shall be filed no later than fifty (50) calendar days after the date the application was filed. The appeal shall be heard at the next regularly scheduled meeting of City Council. The decision of the City Council to grant or deny that appeal shall constitute the exhaustion of the applicant's administrative remedy.

Sun Fun

2018 Site Plan

-  Barricades around park
-  Entrances at corners
-  Golden Knights landing area
-  Sand sculpture area
-  Stage
-  Goddess of the Sea
-  Alcohol sales, ID checking area
-  Games, Jail, Coca-Cola Beach Crew
-  Signage
-  Additional Trash Receptacles



Sun Fun Festival 2018 Security Plan

Summary of Event

This event features live bands on a temporary stage, performers, games, and vendors (Sun Fun t-shirt sales, non-profit groups, Coca-Cola Beach Crew, alcohol sales, possibly others). The operational hours for the festival will be from 5:00 p.m. – 11:00 p.m. Friday, June 1; 10:00 a.m. to 12:30 p.m. and 5:00 p.m. – 11:00 p.m., Saturday, June 2; 5:00 p.m. – 11:00 p.m. Sunday, June 3. The festival grounds will encompass Plyler Park, the Boardwalk from 9th Ave. to Plyler Park, the beach in front of Plyler Park, the road between 9th Ave. and Mr. Joe White. The festival grounds will be open to the public with no admission charge.

Security

Security during the operational hours of the event will be provided by police officers from the Myrtle Beach Police Department, the applicant's staff and volunteers. A predetermined number of police officers will be hired by the applicant for crowd control, traffic control and normal patrol duties on the festival grounds. Police Officers will be wearing highly visible traffic vests to be readily identified as law enforcement to members of the public. The applicant, at his discretion, may hire private security for the protection of goods, merchandise or other private property stored on the festival grounds during operational and non-operational hours. The applicant's staff and volunteers will be responsible for enforcement of event policies.

The Myrtle Beach Police Department would utilize the Sky Watch Tower for this event. The tower would be placed at the foot of 9th Ave N and Ocean Blvd.

To accommodate the Golden Knights performances, we will need a boat in the water to assist in the case of an offshore landing. The times of the performances will be Friday night at 9:30 p.m., Saturday at 12:30 p.m. and 9:30 p.m. We will also need lights to mark the landing area on Friday night and Saturday night.

Road Closure

Ocean Blvd. will be closed to all vehicular traffic from 9th Ave N to Mr. Joe White Ave. during the parade on Saturday morning. Staging will begin at 9:00 a.m., and the parade will step off at 10:00 a.m. 9th Ave North will be closed to east bound traffic at Withers Drive, traffic traveling eastbound will be diverted northbound on Withers Drive. Vehicle traffic traveling south on Withers Alley will be diverted westbound onto 9th Av. North. Traffic traveling east on Joe White will be diverted North onto Ocean Blvd., eliminating right turns south onto Ocean Blvd. The roads will reopen immediately following the parade (estimated time of Noon).

EMS

On Friday, June 1, and EMS crew will be on standby from 5:00 p.m. – 11:00 p.m. The Sun Fun Festival will utilize the same two (2) EMS trucks that are servicing the Native Sons SALT Games on June 2 and 3. An EMT will be on stand-by on-site with an oxygen tank and a backboard during the Golden Knights Army Parachute Team performances, which will be Friday night at 9:30 p.m., Saturday at 12:30 p.m., and Saturday at 9:30 pm. All jumps will land on the beach in front of the Boardwalk between Plyler Park and the old Pavilion lot.

Alcohol

The applicant will obtain the proper temporary beer and wine permits from the SC Department of Revenue. The applicant will provide a list of names of all staff and volunteers, and he will provide documentation of training for all staff and volunteers who will be involved with the service of alcoholic beverages. The training certifications must have been completed in the State of South Carolina by a company approved by the SC Department of Revenue. The list of names, training certifications, and alcohol permits must be on file with the MBPD Special Events Coordinator by Monday, May 14, 2018.

No outside alcoholic beverages will be permitted inside the festival area. Beer and/or wine will be sold and consumed in the Plyler Park area only. Plyler Park will be enclosed with connecting metal barricades, and the applicant will post private security guards and/or trained volunteers at each pedestrian opening in the metal barricades to ensure alcoholic beverages do not enter or leave the Park. The applicant will provide signage on the boundaries of the area advising that alcohol is not permitted outside the area. The applicant will provide alcoholic beverage servers who are trained and certified in the proper service of alcoholic beverages. The applicant will provide personnel to verify the age of all participants who wish to purchase alcoholic beverages. Each participant over the age of 21 will be provided with a visible marker (i.e., wrist band, stamp, etc.) indicated their identification has been verified. The applicant will have cash management policies in place that require cash drops and bank deposits at pre-determined times. Outside vendors will be responsible for their own cash management procedures.

Parking

Event participants may park in available private and public parking areas for regular and handicap parking. Trailers and over-sized vehicles may not be parked in public parking spaces or on any public property outside of the festival area. The applicant is responsible to provide adequate parking space in any Festival participants are operating such vehicles. The parking must be provided on private property but only where such parking would be lawful. A list of all off-site parking areas must be filed with the MBPD Special Events Coordinator at least fourteen (14) days prior to the event.

Vendors may not block the travel lane of any public street while loading-in or loading-out unless the street is within the festival area and has been closed to regular traffic. No vehicles are permitted in city parks unless they have a parking pass issued by the Parks and Recreation Department. The applicant may call 843-918-2332 during normal business hours to obtain parking passes.

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: Sun Fun Festival

2. Type and Purpose of Event: Three day festival that's purpose is to bring families to the Myrtle Beach area in general, and to promote family-friendly activities to the locals and tourists visiting the area.

3. Location of Event: Plyler Park, Ocean Boulevard and Boardwalk between 8th Ave and Mr. Joe White, and the beach in front of Plyler Park

4. Organization: Oceanfront Merchants Association / Gay Dolphin Gift Cove

5. Applicant: Oceanfront Merchants Association

<p>6. <u>Michelle Kerscher</u> Primary contact person <u>916 N. Ocean Blvd.</u> <u>Myrtle Beach, SC 29577</u> Primary address <u>843.448.6550/843.448.9236 (work) 803.600.6012 (Cell)</u> Primary telephone/fax number <u>michelle@gaydolphin.com</u> Primary email address</p>	<p><u>Jan Connell</u> Alternate contact person's name <u>PO Box 3879</u> <u>Myrtle Beach, SC 29578</u> Alternate address <u>843.251.8008</u> Alternate telephone/fax number <u>myrtlebeachdowntown@gmail.com</u> Alternate email address</p>
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7. Date(s) of event: June 1, 2, 3 Hours of operation: 5 - 11 p.m. Fri. 10 a.m. - 11 p.m Sat. & Sunday

8. Date of set-up: Friday June 1 Take Down Completed By: Noon Monday June 5

9. Expected attendance: 10,000

10. Charitable Benefactor (if applicable): Special Olympics of Horry County. Will have other non-profits involved also
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?
Radio, print ads, editorials, television, social media, local marketing posters and signage

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): 'Too Much Sylvia Friday night, two bands Saturday night, the Swingin' Medallions Sunday night. Coca-Cola Beach Crew all weekend. Other entertainment may be added, including a sand sculpture demonstration and the Golden Knights.
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.)

The fee of approximately \$300 - \$600 is based upon when the permit is issued.
(15 or more days prior to the event \$300; 14 days or less \$600).

16. To what extent has the applicant communicated with adjacent property owners, and what responses have been received? Those property owners that have been contacted have been pleased with the return of the festival to the area. All property owners will be contacted by the end of March. The event fall in the time frame that OMA's Hot Summer Nights is usually held, and at the same time as the SALT Games, so most property owners are prepared for bands and activities in Plyler Park.

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. Banners and signs will be hung in Plyler Park from the stage and upon entry to the park.

18. Parking requirements:(show on site plan): No. of spaces available 0 No. of handicap 0 If required permission been granted for use of Event location by entity other than the City of Myrtle Beach? ☐ Yes If yes, please attached proof of authorization.

19. Alcohol:

Will alcoholic beverages be made available to the public? ☒ Yes

If yes, provide the following information:

What type of alcohol will be made available? ☐ Spirituous Liquor ☒ Beer ☒ Wine

List the exact locations and times for alcohol sales:

Location: Plyler Park Times: While the bands are playing Fri., Sat., Sun.

Have the City and State permits been applied for and/or obtained? ☒ Yes ☐ No

*Permits approved for the events will be amended if ABC permits are not granted. Applicants are required to provide proof of issuance before the event.

Do the alcohol vendors presently hold a license for on-premise consumption? ☐ Yes ☐ No If

so, Name _____ Address _____

Telephone _____

If alcohol will be sold or given away, and the vendor is not a license holder for on-site consumption, list the person(s) who will apply for the alcoholic beverage license:

If so, Name Oceanfront Merchants Assocaitio Address PO Box 3379, Myrtle Beach, SC 29578

Telephone 843.448.6550

The applicant agrees that all alcohol sales at the event will cease no later than one hour before the scheduled end of each day of the festival. ☒ Yes ☐ No

20. Parades:

Is there a parade planned with this event? ☒ Yes ☐ No

If yes, please state the day, time, location, and anticipated number of participants, routes, times, staging area, disbanding area, review stand, and alternate dates: The parade will be Saturday morning beginning at 10:00 am. Staging

will follow last year's event, and will run along 8th Ave. and onto side streets as needed. The parade will run from 8th Ave. N - 16 Ave. North, disbanding in the Chapin Park area. Review stand will be in Plyler Park. Estimated participation of 80 businesses/organizations.

(If the parade is planned for state or municipal roads, please provide written permission or approval from SCDOT and/or the City of Myrtle Beach.)

21. Vendors:

Will vendors be present at this event ? ☒ Yes ☐ No

If yes, describe in detail on a separate sheet the number of vendors involved, specify the goods or services being vended and indicate whether the vendors are specifically contracted or regularly

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.

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: Annually from 1951 - 2011, 2016, 2017

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: Additional trash receptacles in Plyler Park and on Ocean Boulevard would be helpful, surrounding businesses and local volunteers will also be

involved in cleanup efforts

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

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: _____

Day/Dates: _____

Closing Time: _____

Opening Time: _____

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 1/2" 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: 2/25/2018 Signature of Applicant: 



PARKS DIVISION RENTAL RULES AND REGULATIONS

- Customers must complete the Facility Use Application below and provide a deposit.
- Please abide by requested time of rental. Allow for set-up and clean-up time in your request.
- Picnic shelters are "first come, first served," unless you reserve an individual shelter.
- All parks are public property and may be used by the general public at any time. Approved rental of the park gives you priority use of the immediate facilities, but may not give you the right to prohibit the public from other areas of the park.
- The Parks Division must approve all structures, including stages, tents, inflatables, portable toilets, concession trailers, etc., and their proposed locations. We recommend that you get approval when you make your reservation and before you contract with any provider. The city shall not be liable for expenses incurred by the user should structures not be approved. Approval must be received a minimum of 14 days prior to your event.
- The city has a noise ordinance that applies to all events, parks and picnic shelter rentals. Any noise or sound that is projected from one property onto another is measured in decibels at the boundary line of the property. Any sound exceeding the decibel standard is a violation of the ordinance. Decibel levels are measured and enforced by the Myrtle Beach Police Department. **Amplified sound before 8:00 a.m. and after 10:00 p.m. is prohibited.** Please discuss any proposed use of sound with the Parks Division prior to making your reservation.
- All parks have underground utilities and irrigation; therefore, stakes may **NOT** be driven into the ground to support any structure. Tents may be anchored by sandbags or concrete buckets.
- Traffic cones are sometimes used in the grass to mark irrigation water valve boxes, so please do not move them.
- The irrigation system usually runs between midnight and 7:00 a.m. If you plan to be in the park during these hours, make sure to notify us so the irrigation system can be turned off.

- Vehicles are not allowed on any grassed area due to underground utilities and irrigation. Advance arrangements must be made with the Parks Division for loading and unloading. **At Grand Park, private vehicles are not allowed to drive or park on the grass, along the walking path around the lake, or on the bridges without specific permission in advance of your event.** It is the responsibility of the applicant to make sure that guests, vendors, suppliers, delivery drivers, etc. are aware of these rules. The applicant will be liable for any damages.
- The applicant may be required to provide portable toilets if more than 250 people are expected and the event is scheduled to last more than three hours.
- Clean-up of the park after your event is the responsibility of the person or organization to whom the city granted the Facility Use Permit. Park users are expected to leave the area as clean as it was found. Trash must be placed in approved containers. Please bring extra trash bags.
- Cooking equipment must be approved prior to your event and is subject to all fire department rules and regulations. Grease and other waste must be disposed of properly. Grease or oil should be poured back into the original containers and placed in the trash receptacles. Do not pour grease or oil into drainage basins, on the grass or in lakes or ditches.
- Swimming is not allowed in any city owned lake.
- Motorized watercraft are not allowed in any city owned lake. Paddleboats, canoes, kayaks, etc. that can be carried by hand and placed in the lake at Grand Park are acceptable. Vehicles are not allowed to trailer boats into the lakes.
- Extension cords cannot be run across sidewalks or areas designated for foot traffic without being covered by an OSHA-approved method.
- Do not use nails, screws, glue or duct tape to attach decorations to any structure.
- Electrical outlets are provided at some picnic shelters and parks. We do our best to inspect them regularly; however, outdoor electrical outlets are exposed, and we cannot guarantee that they will be workable on the day of your event.
- No potable water supply exists in the parks.

I understand these rules and regulations and agree to abide by them.

Michelle
Kerscher

Digitally signed by Michelle
Kerscher
Date: 2017.01.22 14:31:54
-05'00'

2/25/2018

Applicant Signature

Date

Center Staff Signature

Date

**CITY OF MYRTLE BEACH
FACILITY USE APPLICATION
(Please Print)**

APPLICANT NAME: Oceanfront Merchants Association

PHONE: 843.448.6550 **PHONE:** 803.600.6012

(Residence)

(Business or Cell)

ADDRESS: PO Box 3879

CITY Myrtle Beach **STATE** SC **ZIP** 29578

EMAIL ADDRESS: _____

ORGANIZATION: Oceanfront Merchants Association

ADDRESS: PO Box 3879

CITY Myrtle Beach **STATE** SC **ZIP** 29577

PICNIC SHELTER OR PARK TO BE USED: Plyler Park. Boardwalk between 8th and Plyler

BEGINNING DATE: 6/1/2018 **TIME:** 4:00 p.m.

ENDING DATE: 6/4/2018 **TIME:** Noon

DETAILED DESCRIPTION OF ACTIVITY: Sun Fun Festival - three day event with beach music, games and activities for kids, a parade, sandcastle building, Golden Knights appearances, etc.

- THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED, UNLESS APPROVED BY THE CULTURAL AND LEISURE SERVICES SUPERINTENDENT.
- VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK OTHER THAN 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 AGREES 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.
 - 2) Minimum limits of liability will be \$ 1 million combined single limit per occurrence for bodily injury and property damage.
 - 3) The City of Myrtle Beach shall be named as an "additional insured" and the policy endorsed to require that the City be provided thirty (30) days written notice in the event 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 may be required to address special or unusual hazards.

- PERMITTEE AGREES UPON DIRECTION OF THE CITY TO IMMEDIATELY CEASE ACTIVITY IN THE EVENT OF INSURANCE CANCELLATION UNTIL PROOF OF COVERAGE SATISFACTORY TO THE CITY IS RESUBMITTED.
- PERMITTEE AGREES TO PROTECT, DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS, CHARGES, PROFESSIONAL FEES OR OTHER EXPENSES AND LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF THIS PERMIT.
- PERMITTEE AGREES AND UNDERSTANDS THAT THE CITY MAY REVOKE AND TERMINATE THIS PERMIT UPON A FINDING BY THE CITY THAT PERMITTEE'S USE OF THE FACILITY IS DETRIMENTAL TO THE SAFETY, WELFARE, HEALTH OR BEST INTERESTS OF THE CITIZENS OF THE CITY OF MYRTLE BEACH.
- PERMITTEE UNDERSTANDS THAT VENDORS, PERSONS, OR BUSINESSES PARTICIPATING IN THE EVENT OR PROVIDING PAID SERVICES TO THE ORGANIZER OF THE EVENT MAY BE REQUIRED TO PURCHASE A CITY OF MYRTLE BEACH BUSINESS LICENSE. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT EACH PERSON OR BUSINESS IS IN COMPLIANCE WITH THE BUSINESS LICENSE ORDINANCE. ANY QUESTIONS REGARDING THIS REQUIREMENT SHOULD BE DIRECTED TO THE CITY BUSINESS LICENSE OFFICE AT 843-918-1200.

Michelle Kerscher Digitally signed by Michelle Kerscher
Date: 2017.01.22 14:34:57 -0500 2/25/2018

APPLICANT SIGNATURE **DATE**

ARE YOU REQUESTING ALCOHOL TO BE APPROVED FOR THIS PERMIT? ☒ YES ☐ NO

APPROVED: _____ DISAPPROVED: _____

CONDITIONS: _____

REASON FOR DISAPPROVAL: _____

PARK SUPERINTENDENT'S SIGNATURE **DATE**

APPROVED: _____ DISAPPROVED: _____

CONDITIONS: _____

REASON FOR DISAPPROVAL: _____

PARK ADMINISTRATION'S SIGNATURE **DATE**

APPROVED: _____ DISAPPROVED: _____

CONDITIONS: _____

REASON FOR DISAPPROVAL: _____

POLICE DEPARTMENT OFFICER'S SIGNATURE **DATE**

MAIL, EMAIL, OR FAX APPLICATIONS TO:

CITY OF MYRTLE BEACH
ATTN: RHONDA EDGE
PO BOX 2468
MYRTLE BEACH, SC 29578
REDGE@CITYOFMYRTLEBEACH.COM
OFFICE: 843-918-2332
FAX: 843-918-2340

Section 19-127 (c) (6) of the Code of Ordinances of Myrtle Beach provides: In consideration of current demands on public resources made during the **month of May**, no special event permit, noise variance, or facility use permit with outdoor vending, merchandise, or food or beverage sales, as otherwise permitted by law, may be issued from May 1 through midnight of May 31 of every year, if such permit or variance overlaps or coincides with an unpermitted rally that is held forth as occurring on specified days and is reasonably perceived by the council acting in its discretion as being held in furtherance of or to take advantage of an unpermitted rally, to include either five days before or five days after the time of the rally as set forth.

ADA Notice: The City of Myrtle Beach will not discriminate against qualified individuals on the basis of disability in its services, programs or activities. The city will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its programs, services and activities. For more information, contact Docshee Moore at Canal Street Recreation Center (843-918-1465), Kevin Morris at Pepper Geddings Recreation Center (843-918-2280), Rob Cardella at Crabtree Memorial Gymnasium (843-918-2355), Dustin Jordan at Base Recreation Center (843-918-2380), Troy Marron at the Train Depot (843-918-4906), Rhonda Edge for Parks and Picnic Shelter rental (843-918-2332) or ADA Coordinator Coleman Randall (843-918-1113).

**CITY OF MYRTLE BEACH
EVENT RÉSUMÉ
(Please Print)**

Please complete this form in its entirety. If a question does not apply, please write N/A.

Applicant's Name: Oceanfront Merchants Association

Event Information:

Event Name: Sun Fun Festival

Date & Time of Event: June 1, 2, 4; 5:00 p.m. - 11:00 p.m. Friday, 10:00 a.m. - 11 p.m. Saturday & Sunday

Date & Time of Set-Up: June 1 at 10 a.m. Date & Time of Breakdown: June 4 by Noon

Public or Private Event: Public Expected Attendance: 10,000

Number of your staff who will be present: 15

Will this be catered, have bands, or have any other outside vendors? (Y/N) Y

If yes, please explain: We will have beach music/Motown bands, and a small number of outside vendors

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

Plyler Park, the Boardwalk from 8th Ave. to Plyler Park and the beach in front of Plyler Park

Details of Event:

Is your group or organization registered as non-profit (Y/N)? Y

Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 coporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? Y If yes, please provide the name of the organization and attach a signed statement from that organization on its letterhead affirming the sponsorship or benefit to the organization. Special Olympics of Horry County

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? Y If yes, please explain: If there is an outside vendor, they may collect money for their product - no food prep on site. Other money would go to offset expenses or be donated to a nonprofit.

Are you requesting alcohol to be approved for this event (Y/N)? Y

Type? Wine Y Beer Y Liquor and/or mixed drinks _____

How will the alcohol be distributed?

Applicant provides for free: _____ Applicant sells to attendees: Y

Attendees bring their own: _____ Vendor sells to attendees: _____

Do you plan to decorate (Y/N)? Y What type of decorations? Banners and signage, the Sun Fun Jail, games for children

Do you plan to display signage (Y/N)? Y If yes, type, size and location? Banners on the stage, upon entry to the Park, and throughout the park at the game locations

Do you plan to have any structures: tents, stages, inflatables, etc. (Y/N)? Y, tents and stage
If yes, what kind and size, when will they be installed and who will install them?

Is this a wedding (Y/N)? N If so, who is the officiant?

Do you plan to cook on-site (Y/N)? N Gas Grill Charcoal Grill
Crockpot Hot Plate Other

Please describe set up requirements: Set up signage and games

Do you plan to have entertainment (Y/N)? Y If yes, what kind and who?
4 beach music and Motown bands - the two headline acts are Too Much Sylvia and the Swingin' Medallions

Are you requesting closing of streets (Y/N)? Y Which ones?
Only for the parade - 8th Ave. N to 16th Ave. North from 9:45 a.m. - Noon

What is your plan for parking? Utilize paid parking in the area.

What is your plan for clean up? We have volunteers to assist with cleanup for both days

Remove all trash from trash cans and place in dumpster located in parking lot on Forbus Court.

Do you plan to use the electricity provided in the facility/park (Y/N)? Y
(If yes, fill out the electrical attachment. You may need to rent a generator.)

Do you plan to hire off-duty police or private security (Y/N)? N If yes, who and how many?

Has security been approved by Myrtle Beach Police Department?

What is your plan in case of medical/police emergency? Attached EMS Plan

Please explain all activities you plan to do at the facility: Bands, sand castle building demonstration, carnival games for kids, sand castle sculpture, Golden Knights performances, Sun Fun Jail, Parade Review Stand.

Does your event require rental of barricades? Yes If so, how many? To line park for alcohol sales

Does your event require extra trash cans? Yes If so, how many? 4

Site Plan: Please provide a site plan of your event. I can provide you aerial photos for your use if you need them.

(If this is a birthday party or family reunion, site plan is not required.)

Applicant Signature: Michelle Kerscher Date: 2/25/2018

EVENT RÉSUMÉ ADDENDUM ELECTRICAL NEEDS

What equipment do you plan to use that needs electricity? (If possible, give wattage and voltage for each.)

	Equipment	Watts	Volts
1.	June 1 - 3, 2018		
2.	Sun Fun Festival		
3.	Free Festival		
4.	Plyler Park		
5.	Michelle Kerscher		
6.	michelle@gaydolphin.com		
7.			
8.			
9.			
10.			

- Not all parks have electric circuits available. Please ask when filling out the application if the park you want to rent has electricity available.
- 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 of your equipment listed can be accommodated by the available electricity.
- If any of your equipment needs 240 volts, please check with staff to see if it is available.
- If 240 volt service 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.



CITY OF MYRTLE BEACH
BUSINESS LICENSE DIVISION
EVENT/VENDOR INFORMATION

P.O. BOX 2468 MYRTLE BEACH, SC 29578
921 N OAK STREET MYRTLE BEACH, SC 29577
(843)918-1200 Fax (843)918-1210
WWW.CITYOFMYRTLEBEACH.COM

Issue Date _____ First Draft Due Back 15 Days from Issue Date Due Date _____

Final Draft due back 15 days prior to event Due Date _____
If there are not any changes from the 1st draft then submit a statement as a final draft.

EVENT DATE(S)	June 1 - 3, 2018	
EVENT NAME	Sun Fun Festival	
TYPE OF EVENT	Free Festival	
LOCATION OF EVENT	Plyler Park	
CONTACT PERSON	Michelle Kerscher	PHONE 843.448.6550
EMAIL ADDRESS	michelle@gaydolphin.com	PHONE 803.600.6012

A Complete Event/Vendor Listing Consists of:

1. Complete name of person and/or business that will be a vendor or a service provider at the event. If this is not applicable then please indicate with a N/A in the appropriate section.
2. Complete mailing address of vendor or service provider and phone number.
3. Vendor or service provider's contract amount for the event.

All information must be completed in full when you return the Event/ Vendor Listing to the Business License Department.

If you have any person or business that is not being compensated for their services please list them in the provided space below.

Please Sign and date this Event/Vendor Listing and return it to the City of Myrtle Beach Business License Office.

Michelle Kerscher Digitally signed by Michelle Kerscher
Date: 2017.01.22 14:44:21 -05'00'
Signature

2/25/2018
Date

EVENT PLANNER

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

EQUIPMENT RENTAL

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

CATERER

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ <u>SC</u>
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

D.J.

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ <u>29577</u>
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

ENTERTAINMENT

COMPANY NAME	<u>Medallion Productions</u>	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	<u>Robby Cox</u>	HOSPITALITY NUMBER	_____
TELEPHONE	<u>864-223-8772</u>	CONTRACT VALUE	\$ <u>29578</u>
MAILING ADDRESS	<u>c/o John McElrath 211 North Hill Road, Greenwood, SC 29646</u>		
EMAIL ADDRESS	<u>robby@medallions.com</u>		

PHOTOGRAPHER

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

VIDEOGRAPHER

COMPANY NAME	<u>Stages Video Production</u>	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	<u>Chuck Stokes</u>	HOSPITALITY NUMBER	_____
TELEPHONE	<u>843.626-7466</u>	CONTRACT VALUE	\$ <u>600</u>
MAILING ADDRESS	<u>514 29th Ave. North, Myrtle Beach, SC 29577</u>		
EMAIL ADDRESS	<u>chuck@stagesvideo.com</u>		

FLORIST

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ <u>6012</u>
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

CAKE/BAKER

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

DECORATOR

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

OFFICIANT

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

(Describe Business)

COMPANY NAME	<u>Too Much Sylvia</u>	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	<u>Rick Lee</u>	HOSPITALITY NUMBER	_____
TELEPHONE	<u>704.574.3991</u>	CONTRACT VALUE	\$ <u>3000</u>
MAILING ADDRESS	<u>PO Box 220055, Charlotte, NC 28222</u>		
EMAIL ADDRESS	<u>rick@brioLIVE.com</u>		

(Describe Business)

COMPANY NAME	<u>Jim Quick and the Coastline</u>	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	<u>Crystal Quick</u>	HOSPITALITY NUMBER	_____
TELEPHONE	<u>910-520-1414</u>	CONTRACT VALUE	\$ <u>4500</u>
MAILING ADDRESS	<u>PO Box 4183, N. Myrtle Beach, SC 29597</u>		
EMAIL ADDRESS	<u>crystalquick5@gmail.com</u>		

(Describe Business)

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		



CITY OF MYRTLE BEACH

Event Information

CITY OF MYRTLE BEACH, P O BOX 2468, MYRTLE BEACH, SC 29578
PHONE (843) 918-1200 FAX (843) 918-1210

Date Completed	Checked By:
Name of Activity/Event: Sun Fun Festival	
Description of Event: Festival	
Location of Event: Plyler Park	
Applicant/Promoter: OMA	
Phone Number: 843.251-8008	
Business License Number: 20-8977414	
Email: myrtlebeachdowntown@gmail.com	

If your business is classified as a not for profit or nonprofit business, you will need to submit a copy of any paperwork received from the IRS or the State for review. This documentation is required for the Business License Office to determine if your business and event participants may be exempt from the requirements of the Business License Ordinance.

A participant list must be completed for each event. A participant is considered to be a person or business that provides a service, including, but not limited to, vendors (both retail and food), production companies that will set up the stage, the company hired to put in fencing, portable toilets, bands, DJs, etc. All W-2 employee(s) of the participants are covered under the participant fee. If any participant has a 1099 (contracted labor) employee(s), then each 1099 employee is considered to be a separate participant and the \$10.00 participant fee would apply for each. Any participant that holds a current City of Myrtle Beach Business License would be exempt from the \$10.00 participant fee.

What is the difference between a W-2 employee and a 1099 contract employee?

A W-2 employee receives a payroll check in which payroll taxes are deducted from the employee's paycheck and then paid to the appropriate governmental agency by the employer.

A 1099 contract employee receives a check in which no payroll taxes have been deducted. The contract employee is responsible to pay the appropriate payroll taxes to the appropriate governmental agency on their own.

Employers use Form W-2 *Wage and Tax Statement*, to:

- Report wages, tips, and other compensation paid to an employee.
- Report the employee's income and Social Security taxes withheld and other information.
- Report wage and withholding information to the employee and the Social Security Administration. The Social Security Administration shares the information with the Internal Revenue Service.

Payers use Form 1099-MISC *Miscellaneous Income*, to:

- Report payments made in the course of a trade or business to a person who is not an employee or to an unincorporated business.
- Report payments of \$10 or more in gross royalties or \$600 or more in rents or compensation. Report payment information to the IRS and the person or business that received the payment.

The promoter is required to provide a synopsis of the event. For example: you will need to provide the date and time that the set up will begin and a detailed outline and timeline of the event.

If it is determined that you are required to obtain a business license, you will need to complete the business license application form with the Business License Office. You may contact our office at (843) 918-1200, or you can obtain the business license application from our website at www.cityofmyrtlebeach.com. The business license approval process may take 7 to 10 business days; therefore, you are advised to apply as soon as possible to avoid any delays. If there is additional information needed or an issue with your application; additional time may be required. Your participant list will need to accompany your business license application. The Business License Office will determine the amount that you will be required to remit for your participants. Payment of the participant fees are required at least 7 to 10 business days prior to your event.

The City of Myrtle Beach may issue wristbands that would be required to be worn by each participant, W-2 employee(s) and 1099 contracted employee(s) for the duration of the event. City Code Enforcement staff will be checking to make sure each participant in the event has the required wristband for the event and that it is secured correctly to their wrist. If you have any questions or need additional wristbands for this event, please contact the Business License Office at (843) 918-1200. Any participants that are found to be non-compliant will cause us to notify you and an additional fee may be imposed.

Any participant selling prepared foods, beverages (beer, wine or liquor) or charging admissions, will be required to collect and remit the City of Myrtle Beach 1% Hospitality Fee. Prior to the event, any business not physically located inside the city limits of Myrtle Beach is required to complete a Hospitality Fee application and pay a \$200 filing fee. At the conclusion of the event, the Hospitality Fee reporting form must be filed and the \$200 filing fee will be applied. If a balance remains, the balance must be remitted with the Hospitality Fee reporting form. If an overage remains, a refund will be processed and mailed to the participant. The participant needs to contact the South Carolina Department of Revenue at (843) 839-2960 and the Horry County Treasurers Office at (843) 915-5620 to find out their regulations and tax requirements. If there will be on-site consumption of beer, wine and/or liquor, you will need to contact the South Carolina Department of Revenue to apply for the appropriate ABL permits and you will need to provide a copy of the permits to the Business License Office.



CITY OF MYRTLE BEACH

Hospitality Account Application

CITY OF MYRTLE BEACH, P O BOX 2468, MYRTLE BEACH, SC 29578
PHONE (843) 918-1200 FAX (843) 918-1210

Welcome to the City of Myrtle Beach! This form must be completed and will be used to establish a Hospitality Fee account with the City of Myrtle Beach Finance Department. This form is for businesses that are required to collect hospitality fees, which would include food and beverage vendors, and businesses that charge admissions.

Events that charge an admission fee for attendance are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Admissions Tax. An admission ticket is subject to a total of 7.5% in Admission Tax and Hospitality Fees. The 7.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 5% SC Admissions Tax. You are responsible to collect the Admission Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Events that have prepared foods and beverages are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Sales Tax. Prepared foods and beverages are subject to a total of 10.5% in Sales Tax and Hospitality Fees. The 10.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 8% SC Sales Tax. You are responsible to collect the Sales Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Note: South Carolina may provide an exemption from some taxes for certain events. To obtain information on this exemption, you must contact the SC Department of Revenue at (803) 898-5471. If your event is exempt from SC taxes, your event may also be exempt from Myrtle Beach Hospitality Fees. You must provide proof of your South Carolina exemption. If you have any questions, please call the Finance Department at (843) 918-1200.

You are required to remit a \$200 filing fee with this completed application. The filing fee must be paid by cash, cashier's check or money order, credit cards are not accepted. Upon receipt of this application and filing fee, Myrtle Beach will provide you with your Hospitality Fee reporting form. It is your responsibility to obtain reporting forms from the SC Dept. of Revenue (803) 898-5471 and the Horry County Treasurers Office (843) 915-5620. At the end of your event, you are required to file your Myrtle Beach Hospitality Fee report. You should deduct the \$200 filing fee paid and remit any balance remaining. If the filing fee exceeds your Myrtle Beach Hospitality Fee collections, you may be entitled to a refund provided you have properly filed your report to the City of Myrtle Beach. At the end of the event, you should also file the appropriate reporting forms with the SC Department of Revenue and the Horry County Treasurers Office.

Business Name: Oceanfront Merchants Association

Corporate Name: Oceanfront Merchants Association

Owner First Name: _____ Last Name: _____

Federal ID: 20-8977414 Event Dates: June 1 to June 3

Name of Event: Sun Fun Festival

Mailing Address: (Attn) _____
(Street) PO Box 3879
(City, State, Zip) Myrtle Beach SC 29577

Contact Name: (First) _____ (Last) _____
(Attn) _____
(Street) PO Box 3879
(City, State, Zip) Myrtle Beach 29578

Phone: (with area code) 803 600 6012 Fax: (with area code) (_____) (_____) - _____

E-mail Address: myrtlebeachdowntown@gmail.com

Do you have a Hospitality Fee account with the City? Yes If yes, account # 14667

Will you be returning to the City for a second event this year? Yes

Are you exempt from South Carolina Admissions Tax? _____ If yes, attach a copy of your exemption certificate with this completed form.