
R2019-6: RESOLUTION TO RECOGNIZE THE 2019 GROUND ZERO MINISTRIES, INC. "DRAGON BOAT FESTIVAL" A SPECIAL EVENT AND CONFIRMING THE CITY'S CO-SPONSORSHIP OF THE EVENT APRIL 22-27, 2019.

Applicant/Purpose: Staff/ to recognize the Ground Zero Ministries' annual "Dragon Boat" festival & to confirm city co-sponsorship.

Brief:

- Ground Zero's Annual Dragon Boat Festival is the non-profit's largest fundraising event of the year.
- For 2019, Ground Zero once again proposes to hold this event at the Grand Park in Market Common on 4/27/19. Practice days will be held at the park b/w 4/22/19 - 4/26/19, from 3pm to 9pm.
- Event includes 50+ teams of 21 paddlers on each team, live entertainment, family fun zone, inflatables, food vendors, & sponsor tents.
- In 2018 Ground Zero Ministries raised \$115,000 from the festival, which helped to sustain the non-profit's numerous community outreach programs.

Issues:

- Proposed resolution:
 - Recognizes Ground Zero Ministries Annual "Dragon Boat Festival" as a community-wide festival event.
 - Authorizes area businesses to display temporary welcome signs.
 - City agrees to waive the park rental fees for the practice, move-in, & move-out days, which total \$1,750.
 - Extends a warm invitation to all area resident & out-of town visitors to enjoy the "2019 Dragon Boat Festival".
- The Special Events Committee unanimously recommends approval.

Public Notification: Normal meeting notification.

Alternatives:

- To modify.
- To deny the request.

Manager's Recommendation: I recommend approval of the event. Rather than waive the rental fees however, I propose that the City have the right to a free boat for recruitment purposes instead.

Attachment(s): Proposed resolution, site plan, & application.

CITY OF MYRTLE BEACH
COUNTY OF HORRY
STATE OF SOUTH CAROLINA

RESOLUTION GRANTING A SPECIAL EVENT
PERMIT TO GROUND ZERO MINISTRIES, INC.
FOR THE "2019 DRAGON BOAT FESTIVAL"
ON APRIL 27, 2019, AND AFFIRMING THE
CITY'S CO-SPONSORSHIP.

WHEREAS, Ground Zero Ministries, Inc. is planning the "2019 Dragon Boat Festival" (the "Festival") for April 27, 2019, from 7:00 AM to 8:00 PM; Practice dates and times will be from April 22 - 26, 2019, from 3:00 PM to 9:00 PM,; and

WHEREAS, the Festival is planned to be at the Grand Park, with a portion of one lane of Farrow Parkway, adjacent to Grand Park, closed on April 27th between 6:30 AM - 8:30 AM & 4:30 PM - 6:30 PM, as indicated in the attached site plan; and

WHEREAS, the Festival is Ground Zero's largest annual fundraising event. The festival mainly centers on the boat races for the 50+ teams of 21 paddlers per boat. There will be live entertainment in the park, a family fun zone, inflatables, food vendors, and tent space for festival sponsors; and

WHEREAS, the Festival is expected to attract 5,000 event participants.

NOW, THEREFORE, BE IT RESOLVED that:

1. City Council hereby declares the "2019 Dragon Boat Festival" a Special Event to be held on April 27, 2019.
2. The attached site plan is hereby adopted by reference.
3. The City Manager is authorized to make minor changes to these plans as he deems necessary in keeping with the nature of the event and as circumstances dictate.
4. City Council affirms its co-sponsorship of the Festival, and agrees to provide certain in-kind services, including the waving of park rental fees during the practice days, April 22-26.
5. Pursuant to Section 802.e of the Zoning Ordinance, between April 22 - 27, area businesses are authorized to display temporary signs to welcome Festival participants.
6. City Council extends a warm invitation and welcome to area residents and out-of-town visitors to enjoy the "2019 Dragon Boat Festival".

SIGNED, SEALED and DATED, this 22nd day of January, 2019.

BRENDA BETHUNE, MAYOR

ATTEST:

JENNIFER STANFORD, CITY CLERK

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: 2019 Ground Zero Dragon Boat Festival
2. Type and Purpose of Event: Family Friendly Fundraising Event
3. Location of Event: Grand Park and Valor Park @ Market Common
4. Organization: Ground Zero Ministries, Inc.
5. Applicant: Ground Zero
6.

<u>Seth Payson</u> <small>Primary contact person</small> <u>PO Box 8279</u> <u>Myrtle Beach, SC 29578</u> <small>Primary address</small> <u>843-945-9440 O / 843-945-9441 F</u> <small>Primary telephone/fax number</small> <u>seth@mygroundzero.com</u> <small>Primary email address</small>	 <small>Alternate contact person's name</small> <small>Alternate address</small> <small>Alternate telephone/fax number</small> <small>Alternate email address</small>
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7. Date(s) of event: Saturday, April 27, 2019 Hours of operation: All Day
8. Date of set-up: Monday, April 22, 2019 Take Down Completed By: Mon, Apr. 29
9. Expected attendance: 5,000
10. Charitable Benefactor (if applicable): Ground Zero
 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?
local media (TV, radio, print), GZ social media
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): boat races, inflatable, main stage, vendors
 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? _____

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. on stage, on bridges, on tents, yard signs (same as previous years)

18. Parking requirements:(show on site plan): No. of spaces available _____ 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.

19. Alcohol:

Will alcoholic beverages be made available to the public? ☐ Yes ☒ No

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: _____ Times: _____

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 _____ Address _____

Telephone _____

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: _____

(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.

Food will be from local restaurants set up as vendors

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: since 2008

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 We will submit a security

Detail your security plans during event. (attach additional pages as necessary). plan used from
(The plan shall specify previous years

- 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: we will request an additional 50 trash cans, trash bags and a roll of TP containers - volunteers will monitor trash

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: Huckler Street between Howard + Farrow

Day/Dates: Saturday, April 27

Closing Time: 5:00 am

Opening Time: 8:00 pm

one lane of Farrow pathway Saturday, April 27
6:30-8:30 b.f.c. Festival and 4:30-6:30 after Festival

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: 50 trash cans / 200 trash bags for barrels / 200 security racks dropped off Monday, April 22 in areas marked on site map /

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:

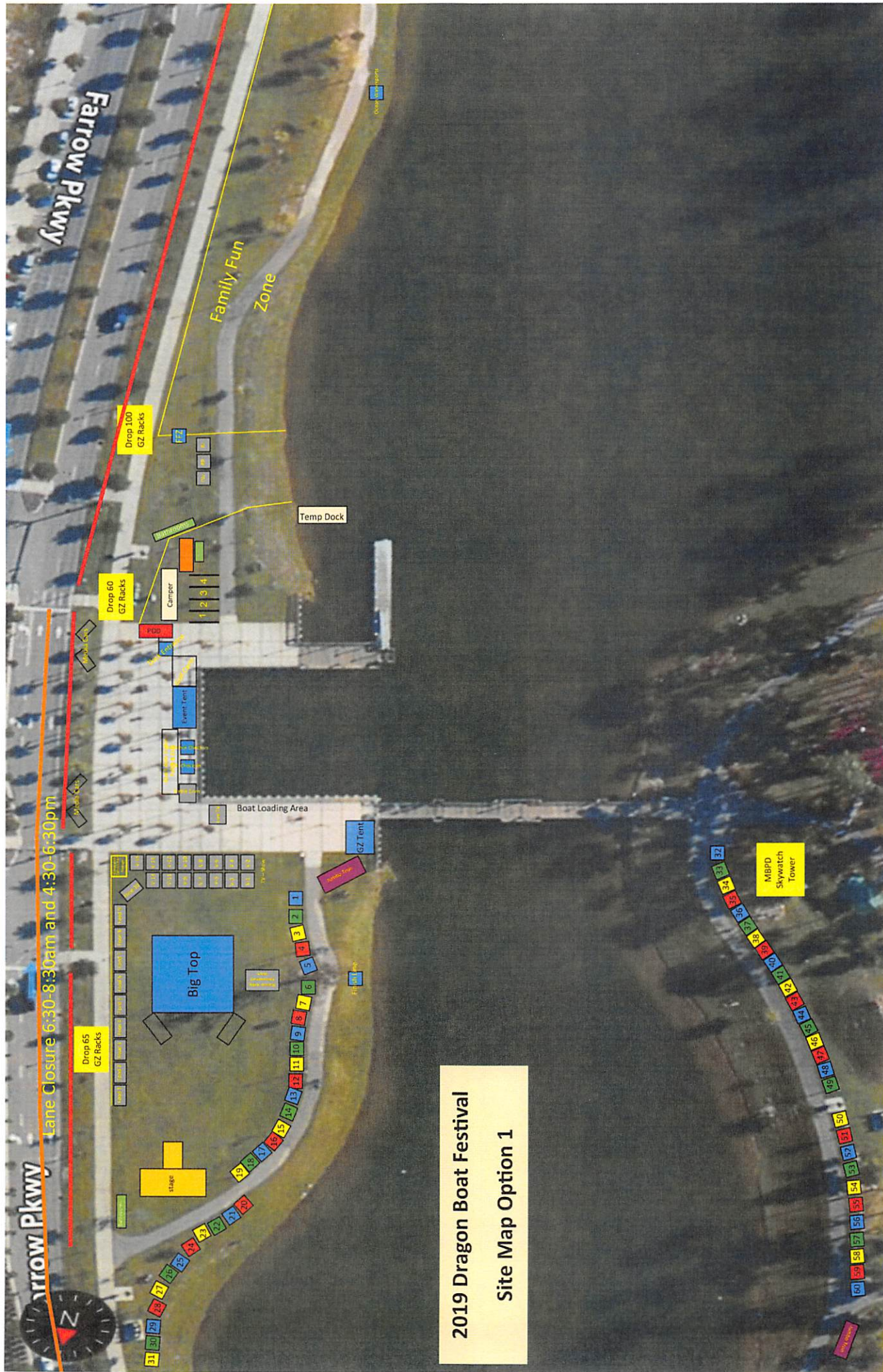
- 1) Tent permit from City Construction Services Department (843-918-1111).
- 2) Business licenses from City Business Office for all vendors (843-918-1151). (The business license form is also available on the City website.
- 3) Liquor license and/or beer/wine license from the State of South Carolina.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

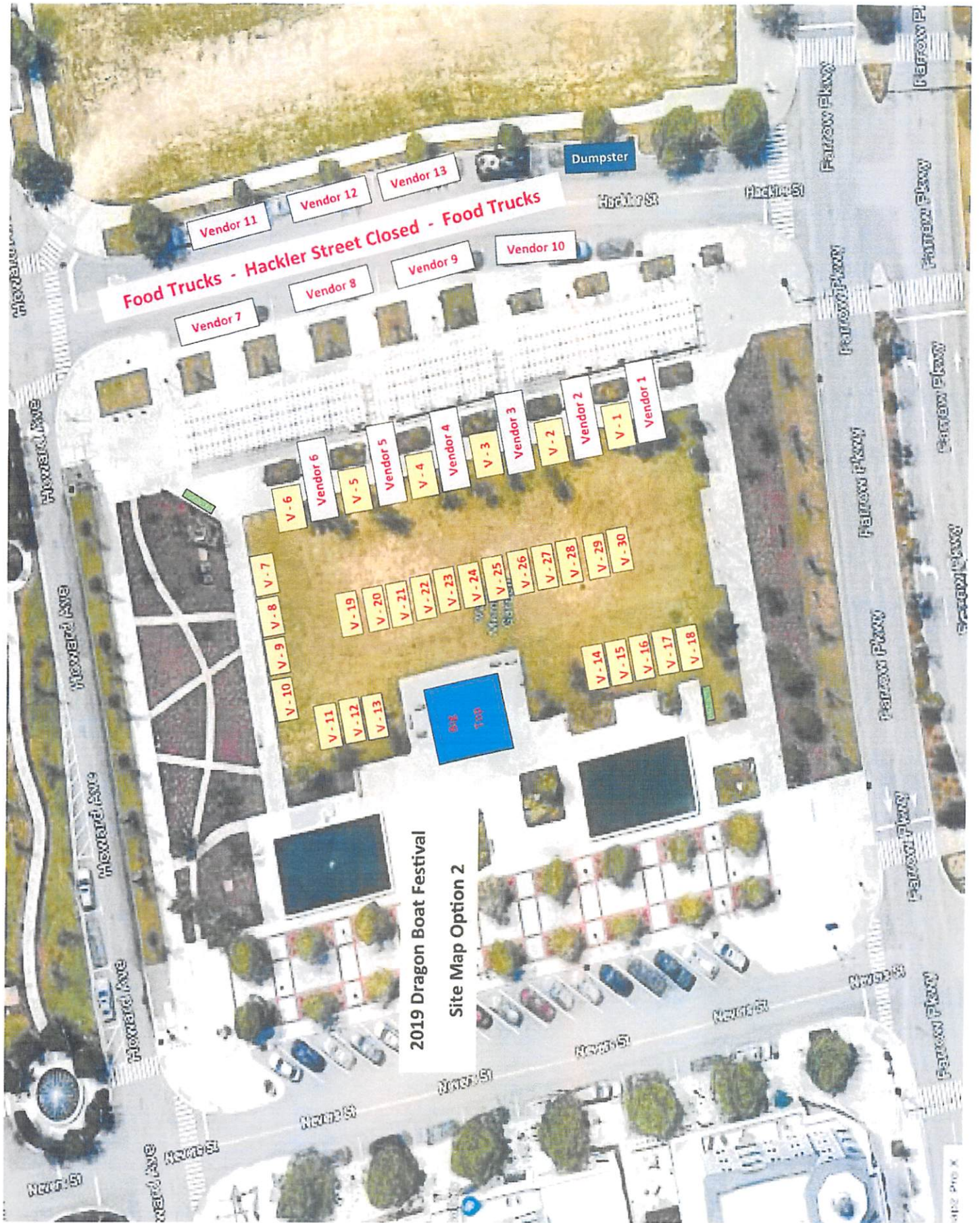
Date Submitted: 4/29/18 Signature of Applicant: 



2019 Dragon Boat Festival

Site Map Option 1





INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 26 2002

GROUND ZERO INC
C/O SCOTT PAYSEUR
2226 COLLEGE RD
JOHNSON CITY, TN 37601-1744

Employer Identification Number:
62-1751085
DLN:
17053221052002
Contact Person:
THOMAS C KOESTER ID# 31116
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Form 990 Required:
YES
Addendum Applies:
NO

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947. (DO/CG)



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.


Applicant Signature

4/24/19
Date

Center Staff Signature

Date

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

APPLICANT NAME: Scott Payseur
PHONE: 843-997-6886 (Residence) PHONE: 843-945-9440 (Business or Cell)
ADDRESS: PO Box 8279
CITY Myrtle Beach STATE SC ZIP 29578
EMAIL ADDRESS: scott@mygroundzero.com
ORGANIZATION: Ground Zero
ADDRESS: PO Box 8279
CITY Myrtle Beach STATE SC ZIP 29578
PICNIC SHELTER OR PARK TO BE USED: Grand Park + Valor Park @
BEGINNING DATE: Mon, April 22 TIME: 8 am Market Commen
ENDING DATE: Monday, April 29 TIME: morning
DETAILED DESCRIPTION OF ACTIVITY: Ground Zero Dragon Boat Festival

- 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.

-  4/29/18
APPLICANT SIGNATURE DATE

REASON FOR DISAPPROVAL: _____

REASON FOR DISAPPROVAL: _____

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: Seth Payson / Ground Zero

Event Information:

Event Name: Ground Zero Dragon Boat Festival

Date & Time of Event: Saturday, April 27, 2019

Date & Time of Set-Up: Monday, April 22, 2019 Date & Time of Breakdown: Monday, April 29, 2019

Public or Private Event: Public Expected Attendance: 6,000

Number of your staff who will be present: 5 staff and 60 volunteers

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

If yes, please explain: DJ, inflatable games, bands, food vendors

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

Details of Event:

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

Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 corporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? Yes 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. It is a fundraising event for our organization

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? Yes If yes, please explain: Free event but vendors and games for kids

Are you requesting alcohol to be approved for this event (Y/N)? No

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

How will the alcohol be distributed?

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

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

Do you plan to decorate (Y/N)? Yes What type of decorations? some trees
will decorate their tents

Do you plan to display signage (Y/N)? Yes If yes, type, size and location?

directional signs, sponsor banners, stage, bridge

Do you plan to have any structures: tents, stages, inflatables, etc. (Y/N)? Yes

If yes, what kind and size, when will they be installed and who will install them?

50-70 10x10 team tents / a few larger tents / inflatables /
event camper / stage

Is this a wedding (Y/N)? No If so, who is the officiant? _____

Do you plan to cook on-site (Y/N)? Yes Gas Grill _____ Charcoal Grill _____

Crockpot _____ Hot Plate _____ Other _____

Please describe set up requirements: _____

Do you plan to have entertainment (Y/N)? Yes If yes, what kind and who?

DJ / bands / local groups / background music

Are you requesting closing of streets (Y/N)? Yes Which ones? one lane

of Furrow Parkway 6:30-8:30 + 4:30-6:30 and Hackler St between

What is your plan for parking? everyone is encouraged to Howard + Furrow

use designated parking spaces

What is your plan for clean up? city to provide trash cans and bags and a
roll-off container and volunteers will be
responsible for trash

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)? Yes

(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)? Yes If yes, who and how many? Myrtle Beach Police

Has security been approved by Myrtle Beach Police Department? No

What is your plan in case of medical/police emergency? hiring EMS to
be on site and having an EMS tent

Please explain all activities you plan to do at the facility: dragon boat races,
inflatables for kids, banana boat rides, stage + music, food
vendors

Does your event require rental of barricades? Yes If so, how many? 200

Does your event require extra trash cans? Yes If so, how many? 50

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:  Date: 4/29/19

**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.			
2.			
3.			
4.			
5.			
6.			
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) 4/22/19 - 4/29/19
EVENT NAME Ground Zero Dragon Boat Festival
TYPE OF EVENT Fundraising event for Ground Zero
LOCATION OF EVENT Grand Park and Velez Park @ Market Common
CONTACT PERSON Scott Payson PHONE 843-987-6886
EMAIL ADDRESS scotte@mygroundzero.com PHONE 843-945-9440

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.

Scott Payson
Signature

4/27/19
Date

EVENT PLANNER

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

EQUIPMENT RENTAL

COMPANY NAME American Tent BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ 6,000
MAILING ADDRESS _____
EMAIL ADDRESS _____

CATERER

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

D.J.

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

ENTERTAINMENT

COMPANY NAME MC Sound BUSINESS LICENSE NUMBER _____
CONTACT NAME Mike Corle HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ 1,800
MAILING ADDRESS _____
EMAIL ADDRESS _____

PHOTOGRAPHER

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

VIDEOGRAPHER

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

FLORIST

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

CAKE/BAKER

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

DECORATOR

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

OFFICIANT

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

(Describe Business)

COMPANY NAME	<u>5 term front</u>	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

(Describe Business)

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

(Describe Business)

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

Ground Zero

Dragon Boat Festival Security Plan

Saturday, April 27, 2019

Grand Park, Market Common

Ground Zero's Annual Dragon Boat Festival is the non-profit's largest fundraising event. The festival mainly centers on the boat races for the 50+ teams of 21 paddlers. We average 1,100 participants and have seen up to 5,000 spectators. In order to make the festival more enjoyable we include live entertainment, a Family Fun Zone with inflatables, food vendors and tent space for festival sponsors. The festival takes place at the Grand Park in Market Common. Each team is given a 10X10 tent that lines the walkway around the water to observe the races. Ground Zero Staff arrive on site around 6:30 am while participants are expected to arrive at 7:30 am, we begin the races precisely at 9 am and expect to finish no later than 4:30. The cleanup process can last until 8 pm.

We will ask the city to provide and set up barricades in the grass a long side Farrow Parkway between the road and the sidewalk from the cross walk at PF Changs to the cross walk at Iris Street only leaving openings at each cross walk. This will keep people from pulling up on site and force individuals to use the cross walks for safer crossing. WE DO ASK THAT THE BARRICADES NOT BE CONNECTED IN A FEW SPOTS WHERE WE CAN PULL THE BARRICADES BACK FOR FESTIVAL VEHICLES AND EQUIPMENT.

Off duty Police Officers (5) and EMS personnel (2) will station in/around the Event Tent or if they prefer with their ATV, as they did last year. One (1) officer will be stationed in the Skywatch Tower provided by the city, three (3) officers will be used to roam the festival site through the day and one (1) officer will provide security for the Event Tent and help with money drops. All Officers and EMS personnel will be introduced at 7am to the Ground Zero security volunteers. At that time they can discuss final details on how best to contact each other throughout the festival. We ask that at least one officer stay at the Event Tent at all times as our main source of communication with the other officers and EMS personnel.

All volunteers will know to bring emergencies to the Event Tent if situation allows. Such as but not limited to lost child, injuries, and/or complaints that would involve an officer. The officers will be our direct line to additional emergency personnel if needed.

Officers are asked to roam the festival site to help enforce city laws. Issues in the past include: participants having alcohol on festival grounds, crowd control and keeping the flow for sidewalks and street traffic. Ground Zero does not have a permit for alcohol and every effort has been made to educate participants to not bring alcohol onto festival grounds.

Officers will also be needed to escort volunteers who handle petty cash. The majority of cash will be in the Event Tent, as this event is a fundraiser, this is the location participants are turning in what they've raised. An occasional escort to the bank may be needed. Below are the specific times and locations for watching money:

- 7am – meet with Ground Zero security volunteers near the Event Tent for briefing
- 7am – 12pm Event Tent – participants tuning in money
- 12pm – 2 pm Event Tent – pre-registration for next year
- 3pm – Drummer Board taken down and counted in Event Tent
- 4-5pm – Ground Zero Tent and Family Fun Zone will be tearing down and will need escort to bring money to the Event Tent.

Officers will be needed to help stop traffic and watch for pedestrians while food vendors are loading on and off their trailers and/or supplies. We have requested for the outside east bound land of Farrow Parkway to be closed from 6:30am-8:30am and 4:30pm - 6:30pm specifically for vendors.

Our Parking Plan will consist of the following:

- Based on past festivals we seem to have plenty of parking in the Market Common area (side streets and parking garages). We believe our parking concerns are due to what appears to be available parking closer to the festival site especially in the grassy areas down from Iris Street. We're asking the city to place visible No Parking signs at the entrance to these areas. Then also place other directional signs encouraging people to use the Parking Garages and street parking toward the back of Market Common.
- We will encourage people to use only marked designated parking spots throughout Market Common.
- We would request Electronic Message Boards to be placed on Farrow Parkway notifying patrons of street parking down Iris Street and of both Parking Garages
- We would request signs to be placed at the entrances to the grassy fields next to Iris Street indicating there will be no parking allowed (WE WOULD LIKE TO HAVE THIS SET UP ON MONDAY SO THAT PEOPLE DO NOT PARK THERE DURING THE EVENING PRACTICES).
- We will inform our captains and team members at meetings about parking details. We will also use social media and other in house communications to inform festival guests about parking details.

Ground Zero will provide bottled waters, snacks and a meal ticket for the Officers and EMS.