

July 10, 2018 - Continued.  
 July 24, 2018 - presented for approval.

1 **R2018-29: RESOLUTION GRANTING A SPECIAL EVENT PERMIT TO THE FIVE**  
 2 **POINTS BUSINESS ASSOCIATION FOR "THE MISTLETOE MARKET" ON**  
 3 **BROADWAY STREET BETWEEN 6<sup>TH</sup> AVENUE NORTH AND 3<sup>RD</sup> AVENUE NORTH**  
 4 **ON DECEMBER 8, 2018, BETWEEN THE HOURS OF 12:00 P.M. AND 8:00 P.M.**  
 5 **& AFFIRMING THE CITY'S CO-SPONSORSHIP.**

6 **Applicant/Purpose:** 5 Points Business Association / to approve "The Mistletoe Market" & to  
 7 confirm City co-sponsorship.

8  
 9 **Brief:**

- 10 • Goal is to highlight Broadway Street & promote the 5 Points Merchant's Association.
- 11 • Proposed resolution authorizes approval of this event for Saturday 12/8/18, w/ set-
- 12 up beginning on 12/7/18 & take -down completed by noon on 12/10/18.
- 13 • Operational hours of the event is b/w 12:00 p.m. & 8:00 p.m. on 12/8/18.
- 14 • Event will be held on Broadway Street b/w 6<sup>th</sup> N & 3<sup>rd</sup> N.
- 15 • Broadway b/w 3<sup>rd</sup> N & 6<sup>th</sup> N will be closed from 6:00 am to midnight on 12/8/18.
- 16 • Activities will feature local restaurants, local arts & crafts vendors, food trucks, food
- 17 vendors, car show, kid zone, & musical entertainment w/stage.
- 18 • Event will be gated & open to the public w/ no admission charge.
- 19 • Off-site parking is proposed at the City owned vacant lot next to City Services.
- 20 • Participants will be shuttled b/w the 2 locations via trolley.
- 21 • Alcohol (beer & wine only) will be served at this event as approved by the MBPD.

22  
 23 **Issues:**

- 24 • Proposed resolution:
  - 25 ○ Affirms City's co-sponsorship, & agrees to provide in-kind services:
    - 26 ▪ Delivery of water barricades, bicycle racks, & trash barrels.
    - 27 ▪ Delivery, pick-up & disposal of one roll-off container.
    - 28 ▪ Provide the event w/public safety (4 Police Officers)
    - 29 ▪ Provide the event w/EMS (2 EMT's)
  - 30 ○ Allows for event signage, city promotion,
  - 31 ○ Extends invitation/welcome to residents & visitors to enjoy the event.
- 32 • Applicant has agreed to revise the time of the road closure from 6:00 AM - midnight
- 33 to 8:00 AM to 11:00 PM. He has a petition showing support from all of the affected
- 34 merchants w/ 1 exception.

35  
 36 **Public Notification:** Normal meeting notification.

37  
 38 **Alternatives:** Deny proposed resolution.

39  
 40 **Financial Impact:**

- 41 • Cost of in-kind services is \$3,540 (barricade delivery & pick up \$480, Solid Waste
- 42 \$500, Police \$1,280, EMS \$1,280).

43  
 44 **Special Events Committee Recommendation:** Unanimous approval

45  
 46 **Manager's Recommendation:** I recommend approval. I support the in-kind services for the

47 1<sup>st</sup> year to help the event get started. In the future the event should be required to cover

48 these costs.

49  
 50 **Attachment(s):** Proposed resolution, special event application, & site plan, security plan.

CITY OF MYRTLE BEACH  
COUNTY OF HORRY  
STATE OF SOUTH CAROLINA

RESOLUTION GRANTING A SPECIAL EVENT PERMIT TO THE FIVE POINTS BUSINESS ASSOCIATION FOR "THE MISTLETOE MARKET" ON BROADWAY STREET BETWEEN 6<sup>TH</sup> AVENUE NORTH AND 3<sup>RD</sup> AVENUE NORTH ON DECEMBER 8, 2018, BETWEEN THE HOURS OF 12:00 P.M. AND 8:00 P.M. AND AFFIRMING THE CITY'S CO-SPONSORSHIP.

WHEREAS, the Five Points Business Association is planning the "The Mistletoe Market" event for Saturday December 8, 2018 with operational hours between 12:00 p.m. and 8:00 p.m.; and

WHEREAS, this event is planned to be in the Five Points Business District on Broadway Street between 6<sup>th</sup> Avenue North and 3<sup>rd</sup> Avenue North as indicated in the attached site plan; and

WHEREAS, the Holiday event will showcase the Five Points Area on Broadway Street, Local Vendors and Businesses; and

WHEREAS, the goal of this event is to attract people to the "Five Points" area for a Holiday Celebration with arts & crafts, music, food trucks, beer & wine, car show, and entertainment for the entire family.

NOW, THEREFORE, BE IT RESOLVED that:

1. City Council hereby declares the Five Points Business Association's "Mistletoe Market" a Special Event to be held Saturday December 8, 2018 under the conditions of participation as set forth in Attachment A, along with any minor changes the City Manager authorizes in keeping with the nature of the event and as circumstances dictate.
2. City Council affirms its Co-Sponsorship of the event, and agrees to provide support services, including barricades, roll-off dumpster, trash barrels, police officers as required, EMS, and event marketing.
3. Pursuant to Section 802.e of the Zoning Ordinance, between October 31, 2018 and December 8, 2018 area businesses are authorized to display temporary signs to welcome event participants.
4. City Council extends a warm invitation and welcome to area residents and out-of-town visitors to enjoy the "The Mistletoe Market" Saturday December 8, 2018.

SIGNED, SEALED and DATED, this 24<sup>th</sup> day of July, 2018.

\_\_\_\_\_  
BRENDA BETHUNE, MAYOR

ATTEST:

\_\_\_\_\_  
JENNIFER STANFORD, INTERIM CITY CLERK

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# **SPECIAL EVENT APPLICATION**

**5 Points Association – Mistletoe Market**

**Saturday, December 8, 2018**

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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: Mistletoe Market

2. Type and Purpose of Event: Holiday Event to showcase Broadway Street, Local Vendors and Businesses and promote 5 Points Association

3. Location of Event: Broadway Street - between 6th Ave N to 3rd Ave N

4. Organization: 5 Points Association

5. Applicant: John Krajc, 5 Points Association President

6. <u>Jessica Cutler, DMCP</u>	
Primary contact person	Alternate contact person's name
<u>8126 Timber Ridge Rd</u>	<u></u>
<u>Conway, SC 29526</u>	<u></u>
Primary address	Alternate address
<u>OFFICE: 843) 212.0706 ext. 101    FAX: 843)212.0566</u>	<u></u>
Primary telephone/fax number	Alternate telephone/fax number
<u>jessica@envents.com</u>	<u></u>
Primary email address	Alternate email address

7. Date(s) of event: Saturday, December 8, 2018 Hours of operation: 12pm - 8pm

8. Date of set-up: Friday, December 7, 2018 Take Down Completed By: Mon., Dec. 10 (NOON)

9. Expected attendance: 2,000 - 3,000

10. Charitable Benefactor (if applicable): 5 Points Association  
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:

on file  
w/city

11. How will you publicize the event?  
TV, Radio, Digital, and 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:   
Gated around the entire site, but no admission will be charged

14. Entertainment Description (show on site plan): TBD - Will be looking to have local bands and ensembles,  
and / or school groups to perform throughout the event time

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? Event has been communicationed via email and / or in person.  
Business owners that are open are excited for the focus into their area. Businesses are encouraged to stay open throughout the event  
and will be given complimentary vendor status to participate.

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. \_\_\_\_\_  
Yes - Main Stage, Directional, Sponsor, Parking, Transportation Pickup Location, etc...

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.

**We will offer a shuttle loop to transport guests from open parking lot beside train depot**

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: within event perimeters Times: during event hours

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 Vendors, Food Trucks, and Existing Restaurants (only if located within event perimeters)

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: \_\_\_\_\_

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.)

**Will submit within security plan**

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: Requesting waste barrels and mobile dumpster from city services. Festival will provide volunteers to handle waste disposal.

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

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: Broadway Street from 6th Ave N to 3rd Ave N

Day/Dates: Sat., Dec 8, 2018

Closing Time: 8:00am

Opening Time: 12:00am (midnight)

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.

**Will provide**

29. Special Requirements:

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

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

\_\_\_\_\_

\_\_\_\_\_

## SITE PLAN

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

### Site Plan Size Requirement:

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

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

### Site Plan must include the following:

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

**Additional applications/licenses or permits required:**

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

**REVIEW YOUR APPLICATION PRIOR TO SUBMITTAL !!**

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

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

Date Submitted: 4.6.18 Signature of Applicant: 

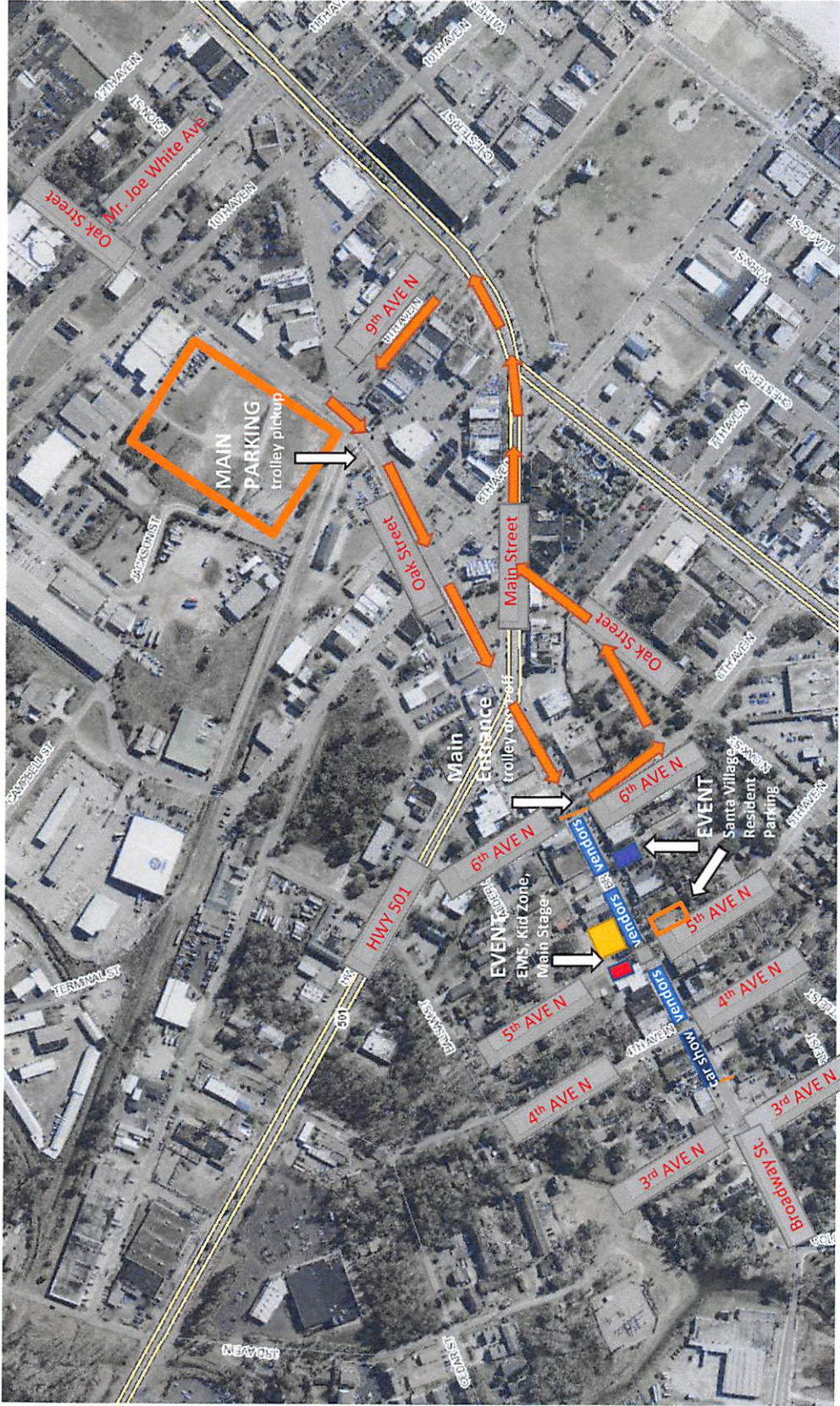




**SITE PLAN – Event**  
**5 Points Association – Mistletoe Market**  
**Saturday, December 8, 2018**  
**Special Event Application**

- Corridor and Business-to-Business Barricades
- Entrance (Water) Barricades





## SITE PLAN – Parking + Transportation

5 Points Association – Mistletoe Market

Saturday, December 8, 2018

Special Event Application

 TROLLEY ROUTE 1 (Main Parking – Main Entrance – Main Parking)

# **VENDORS**

## **5 Points Association – Mistletoe Market**

**Saturday, December 8, 2018**

### **Special Event Application**

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The Mistletoe Market will be Myrtle Beach's favorite 2018 holiday event, showcasing its very own Broadway Street (from 6<sup>th</sup> Ave N to 3<sup>rd</sup> Ave N) with event vendors and local businesses, while promoting 5 Points Association. Hoping to entertain between 2,000 – 3,000 guests, this event will be focused on not only hosting local attendees, but also bringing out-of-town visitors to the area for a unique holiday shopping experience and alternative entertainment choice. Throughout the day the main stage will highlight some of Myrtle Beach's favorite local entertainment while serving as a central point for event vendors, photos with Santa, Kid Zone with inflatables, and Car Show. With all these interactive features, this is sure to be an event for all ages!

The Market will be comprised of various types of vendors that will setup for this event only. They will range from food trucks and / or food vendors, artists, artisans, and merchandise vendors. With the space designated on Broadway Street, between 6<sup>th</sup> Ave N and 4<sup>th</sup> Ave N, we are looking to host 50 – 75 of these event vendors in addition to 10 vendors that are businesses that operate normally in this area on Saturdays and will be open throughout the event. These businesses will be given complimentary status and are very excited to have the additional exposure in their area during the holiday season. We also have interest to host a small car show within the event perimeters on Broadway Street between 4<sup>th</sup> Ave N and 3<sup>rd</sup> Ave N. This vendor space would be limited to car owners only.

The operational hours for this event will be Saturday, December 8<sup>th</sup>, 2018 from 12:00pm – 8:00pm. Setup would begin by event staff Friday, December 7<sup>th</sup> and Teardown would be complete no later than Monday, December 10<sup>th</sup> by noon. Broadway Street would be closed from 6<sup>th</sup> Ave N to 3<sup>rd</sup> Ave N on Saturday, December 8<sup>th</sup> from 8:00am – 12:00am only. Vendors would be allowed to setup from 8:30am – 11:30am on Saturday, December 8<sup>th</sup>, 2018 and would need to teardown their booths between 8:00pm and 11:00pm after the event.

This event will be open to the public with no admission charge.

# **SECURITY PLAN**

## **5 Points Association – Mistletoe Market**

**Saturday, December 8, 2018**

### **Special Event Application**

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The Mistletoe Market will be Myrtle Beach's favorite 2018 holiday event, showcasing its very own Broadway Street (from 6<sup>th</sup> Ave to 3<sup>rd</sup> Ave) with event vendors and local businesses, while promoting 5 Points Association. Hoping to entertain between 2,000 – 3,000 guests, this event will be focused on not only hosting local attendees, but also bringing out-of-town visitors to the area for a unique holiday shopping experience and alternative entertainment choice. Throughout the day the main stage will highlight some of Myrtle Beach's favorite local entertainment while serving as a central point for event vendors, Kid Zone with inflatables, and Car Show. With all these interactive features, this is sure to be an event for all ages!

Event alcohol (wine and beer only) will be served at two designated booths, with consumption allowed only within event site. All storefronts open day of the event will be given complimentary vendor status to include them in the event itself. If a restaurant is remaining open, we will communicate through additional signage and agreement with owners that alcohol bought within the restaurant cannot be taken onto the event site and vice/versa. We will ask that owners and their staff enforce this rule as well as stationing a volunteer outside of these establishments to enforce as well.

The operational hours for this event will be Saturday, December 8<sup>th</sup>, 2018 from 12:00pm – 8:00pm. Setup would begin Friday, December 7<sup>th</sup> and Teardown would be complete no later than Monday, December 10<sup>th</sup> by noon. Broadway Street would be closed from 6<sup>th</sup> Ave N to 3<sup>rd</sup> Ave N on Saturday, December 8<sup>th</sup> from 8:00am – 12:00am only. However, this event will be open to the public with no admission charge.

Load in / out for suppliers and vendors will be directed through the east side of 5<sup>th</sup> avenue North and Broadway Street, utilizing the alleyway behind the buildings.

There will only be 2 main entrance and exits to this event. Broadway Street will be barricaded at 6<sup>th</sup> Ave North from building to building as well as at 3<sup>rd</sup> Ave North from building to building, beside a public parking lot. Each location will provide an entrance and exit side and will be staffed by event volunteers. The entrance points will allow for a controlled ID and bag check point. Having a designated entrance and exit point will also prevent alcohol from coming in or going out of the event site. Between 3<sup>rd</sup> Ave. N and 6<sup>th</sup> Ave. N, all open areas between buildings will be barricaded as well. At road intersections we will barricade the interior side of the alleyway (closest to the event site) to allow emergency service access. At each entrance / exit, we will use water barricades for increased safety.

We would prefer at least 2 Myrtle Beach off-duty police officers remain onsite throughout the event. We are asking that these off-duty police officers' service be offered in-kind.

If EMS would be required to be onsite, we would have them stationed on 5<sup>th</sup> Ave N near the main stage and inflatable kids zone. We would also ask that this service be offered in-kind.

We have employed an event manager to make sure everything runs smoothly and will be utilizing volunteer staff to assist monitoring the trash throughout and after event, respect for the barricades, and overall event safety.

# **In-Kind Request**

## **5 Points Association – Mistletoe Market**

**Saturday, December 8, 2018**

### **Special Event Application**

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5 Points Association's mission is to transform the downtown of Myrtle Beach (Five Points) area into a vibrant, profitable, must-visit destination for tourists and locals.

In our efforts to work towards this goal, for the first time ever, 5 Point's Association will host a new holiday event - Mistletoe Market. The Mistletoe Market will showcase its very own Broadway Street (from 6<sup>th</sup> Ave N to 3<sup>rd</sup> Ave N) with event vendors and local businesses, while promoting 5 Points Association. Hoping to entertain between 2,000 – 3,000 guests, this event will be focused on not only hosting local attendees, but also bringing out-of-town visitors to the area for a unique holiday shopping experience and alternative entertainment choice. Throughout the day the main stage will highlight some of Myrtle Beach's favorite local entertainment while serving as a central point for event vendors, photos with Santa, Kid Zone with inflatables, and Car Show. With all these interactive features, this is sure to be an event for all ages!

The operational hours for this event will be Saturday, December 8<sup>th</sup>, 2018 from 12:00pm – 8:00pm. This event will be open to the public with no admission charge.

We are requesting your support with in-kind donations to include police, EMS, barricades, certain waste management (waste barrels and mobile dumpster – event staff will provide volunteers to handle waste disposal), access to electric, and use of Christmas décor and staging from the Myrtle Beach Convention Center.

With your contribution and our determination to succeed, we know that this will become an event that guests will look forward to year after year!



## Special Events Permit/ Facility Use Permit

### Security Plan Addendum

A security plan must be submitted as an attachment to all Special Event Applications and to all Facility Use Permit Applications for any event involving street/lane closures, for any event that is open to the public and involves alcoholic beverage distribution, or for any outside event with an expected participation/attendance in excess of 500 people. Please complete the addendum with as much detail as possible as it will help in developing your security plan. If additional sheets are necessary, then please reference the question number on the additional sheets. You must respond to each item. If any items do not apply to your event, then please respond with "n/a". Please forward completed addendums to the Myrtle Beach Police Department Special Events Coordinator by fax at (843) 918-1829 or call (843) 918-1808 to schedule an appointment.

**Applicant:** 5Pts Association **Event Name:** Mistletoe Market

- 1) Please give a detailed description of all activities that will take place during your event and attach a site plan: Local Businesses and Event Vendors (include: food vendors, food trucks, artists, artisans, and merchandise vendors), local entertainment on the main stage, Kids Zone inflatables, Photos with Santa, Car Show.
- 2) Who will be the responsible person on site during the event? Jessica Cutler, Envents
  - a. Phone number where this person may be reached on site: cell: 704.880.5635
  - b. Alternate responsible person & phone number: John Krujk – 843.447.9787
- 3) What is the physical address/location where your event will take place? Broadway Street (Between 3<sup>rd</sup> Ave N to 6<sup>th</sup> Ave N)
- 4) Does any part of your event take place in a city park? No If yes, then please contact the Parks Division of Cultural & Leisure Services at (843) 918-2332 to reserve the park.
- 5) When will your event take place:
  - a. Set up – from 12 / 7 / 18 at 5 : 00pm to 12 / 8 / 18 at 12 : 00pm
  - b. Operational – from 12 / 8 / 18 at 12 : 00pm to 12 / 8 / 18 at 8 : 00pm
  - c. Take Down – from 12 / 8 / 18 at 8 : 00pm to 12 / 10 / 18 at 12:00pm
  - d. \*\*\*\* Roads would only be closed Sat. 12.8.18 from 5am – 12am. Vendors will be responsible for setting up and tearing down within this time\*\*\*
- 6) How many people will be in attendance? Staff: 20-25 Guests: 2,000 – 3,000 Other: 4-5
- 7) Is this event open to the public? yes Is this a ticketed event? no
- 8) How will you control access to the property? (1) main entrance + exit on 3<sup>rd</sup> Ave N and (1) main entrance + exit on 6<sup>th</sup> Ave N. All closed main streets and side streets will be barricaded with water barricades. Alleys barricaded with bike barricades. Staff + Volunteers will be stationed at (2) entrance + exit points for ID + bag checks and additional staff + volunteers will be stationed to monitor all alley ways and business entrance + back exits.
- 9) How many points of ingress/egress will be available to your guests? (2) ingress / (2) egress
- 10) What is the emergency plan? EMS Services will be supplied by the MB Fire Department (asking in-kind for services for city event.)
- 11) Will you or your staff be collecting cash? yes If yes, do you have cash management policies in place that require bank deposits at pre-determined times? yes (outside vendors will be responsible for their own cash management procedures).
- 12) Parking. (Please attach a Parking Plan Diagram)
  - a. How many parking spaces do you have available for staff/guest parking? 150 - 200
  - b. How many spaces are designated for handicap parking? 5+ (Public Lot beside 3<sup>rd</sup> Ave. N.)
  - c. Where is your parking area? Open Lot (between city services building and Train Depot) (requesting permission to use in-kind for city event). Staff will be asked to park in public lot closest to 3<sup>rd</sup> Ave N.

- d. Where is your overflow parking area? Pavilion Parking Deck (9<sup>th</sup> Ave and Main Street)
- e. How will you direct guests to the proper parking area? Appropriate Signage and Volunteers serving as Directional Parking Asists
- f. Where will you park large buses, trailers or equipment haulers? They will be directed to designated side street parking on 4<sup>th</sup> Ave (beside closed businesses with spaces that are barricaded within event site)
- g. Will you be using any type of shuttle to move people? yes If yes, then please give details: Trolley will be used to shuttle guests from Parking Lot (beside city services building to 6<sup>th</sup> Ave. N.'s Main Entrance). It will pick up at the Train Depot parking lot and Oak Street and run continuous.
- 13) Will alcoholic beverages be permitted at the event? yes If yes, then complete the following:
- a. Have you applied for a Temporary Alcohol Permit from the SC Department of Revenue? no  
Please note: You must submit a copy of the Temporary Alcohol Permit to the MBPD Special Events Coordinator at least fourteen (14) days prior to the event.
- b. How will you control where alcoholic beverages are consumed on event grounds? (4) Volunteers will manage ID Checks at (2) Main entrances providing wristbands for 21+ guests. (10-12) Volunteers will be stationed at alleyway barricades as well as back alley entrances to businesses remaining open during event time (approx. 5 businesses). (1-2) Volunteers will also be stationed at business entrance if they maintain their own liquor license (should apply to only 1 business). Signage will also be visible throughout the event site to communicate where alcohol will not be allowed.
- c. How will you keep guests from leaving the event grounds with alcoholic beverages? Same notes as above. There will be (2-4) additional designated volunteers stationed at (2) main exit points with signage prohibiting any alcohol from leaving the event site.
- d. How many personnel will be available to verify the ages of your guests? (4) designated but 25-30 overall
- e. What visible indicators will you use to identify guests who are over the age of 21? Brightly Colored Wristbands
- f. How many personnel will be available to serve alcoholic beverages? 2-4 Note: All personnel involved with the service of alcoholic beverages must be trained and certified in an approved alcohol training course. Please submit copies of certifications to the MBPD Special Events Coordinator at least fourteen (14) days prior to the event.
- g. May guests bring their own alcoholic beverages to the event? No If no, then how will you handle guests who bring their own alcohol? Confiscate alcohol and remove guest from event.
- 14) Do you propose to close any portion of any public road? yes If yes, then please list road names and closure points: Broadway Street (6<sup>th</sup> Ave N. through 3<sup>rd</sup> Ave. N.) to include all side streets and alleyways.
- a. Only equipment approved by the South Carolina Department of Transportation may be used to close public roadways. Please contact our Cultural & Leisure Services Division at (843) 918-2390 to arrange for the delivery and set-up of this equipment. Have arrangements been made for this equipment? Request have been made – Waiting on final approval and logistics
- b. Do you propose to close any portion of any state highway (i.e. Kings Hwy., US 17 Bypass, US 501, etc.)? No If yes, then you must obtain permission from the SCDOT. Please submit a copy of the SCDOT permit at least fourteen (14) days prior to the event.
- 15) Will any personal property be left unsecured on the event grounds? No If yes, then how will you protect it from theft and/or damage? n/a
- 16) Off-Duty Police Officers.
- a. Applicants are required to hire off-duty police officers for any event involving street/lane closures, for any event that is open to the public (whether ticketed or not) and involves the presence of alcoholic beverages, or for any outside event with an expected participation/attendance in excess of 500 people. The MBPD Special Events Coordinator will determine the proper number of off-duty officers to be hired to ensure the event is conducted safely.

- b. Applicants may not “replace” off-duty officers with hired security firms, but may hire security guards for positions that do NOT require off-duty officers. For example, you may choose to hire a security company to guard equipment left at a park overnight.
- c. Do you plan to hire off-duty police officers or private security? Yes (we are asking in-kind for city event)
  - i. How many? Certified Police Officers: 4 Private Security Officers: n/a
  - ii. What will be their function(s)? Crowd control and normal patrol duties throughout the event site
- d. If police officers are required as a condition of approval of this event, then applicants may be able to hire officers from the Myrtle Beach Police Department by contacting the MBPD Special Events Coordinator at (843) 918-1808.
  - i. If your event is on **public property**, then you **must** hire officers from the Myrtle Beach Police Department by completing an Extra-Duty Contract or an Off-duty Employment Contract and submitting it to the Special Events Coordinator. The rate of pay for Extra-Duty is \$35.00 per officer per hour, and payment will be made to the City. The applicant will not be required to maintain worker’s compensation insurance for the officers. The rate of pay for Off-Duty is negotiable, and payment will be made directly to each officer. The applicant would be required to maintain worker’s compensation insurance for the officers.
  - ii. If your event is on **private property**, then you may hire officers from the Myrtle Beach Police Department by completing an Off-Duty Contract and submitting it to the Special Events Coordinator. The rate of pay is negotiable, and payment will be made directly to each officer. The applicant will be required to maintain worker’s compensation insurance for the officers during the event. You may also choose to hire officers from another agency who have jurisdiction in the city. If you choose this option, then you must submit a written agreement from the other agency stating they will comply with the requirements of the security plan. This agreement must be filed with the MBPD Special Events Coordinator at least fourteen (14) days prior to your event. Failure to comply may be grounds to revoke your permit. With which agency will you be contracting for police officers or private security? Police Officers (Asking in-kind for city event)

17) Will you have live animals at your event? No If yes, then you may have to submit a certificate of health from a licensed veterinarian for certain animals at least fourteen (14) days prior to your event. Please contact the city’s risk manager at (843) 918-1007 for more information. Please list the number and species of all live animals that will be present:

n/a

18) Does your event involve a parade? No If yes, then please complete a Parade Permit Application.

**Attachments:**

- Site Plan
- Parking Plan Diagram
- Temporary Alcohol Permit
- Alcohol Training Certificates
- SCDOT Letter Authorizing Road Closures
- Police Off-Duty Contract
- Parade Permit Application