

## CONCERTS ON THE GREEN

- Applicant: Caitlen Buffkin  
BEI-Beach, LLC
- When: Thursday, June 20, 2019  
Thursday, July 18, 2019  
Thursday, August 15, 2019
- Time: 6pm - 10pm
- Where: Valor Park - Market Common
- Street Closure: No Street Closures
- Expected Attendance: 2000
- SE Committee: Unanimous approval

**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: Concerts on the Green
2. Type and Purpose of Event: Entertainment - boost traffic to the businesses of The Market Common
3. Location of Event: The Market Common - Valor Park
4. Organization: BEI-Beach LLC/The Market Common
5. Applicant: Caitlen Buffkin
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| <p>6. <u>Caitlen Buffkin</u><br/>Primary contact person<br/><u>4017 Deville Street</u><br/><u>Myrtle Beach, SC 29577</u><br/>Primary address<br/><u>843-839-3500 (phone) 843-839-3502 (fax)</u><br/>Primary telephone/fax number<br/><u>cbuffkin@marketcommonmb.com</u><br/>Primary email address</p> | <p><u>Heather Gray</u><br/>Alternate contact person's name<br/><u>4017 Deville Street</u><br/><u>Myrtle Beach, SC 29577</u><br/>Alternate address<br/><u>843-839-3500 (phone) 843-839-3502 (fax)</u><br/>Alternate telephone/fax number<br/><u>heather.gray@marketcommonmb.com</u><br/>Alternate email address</p> |
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7. Date(s) of event: June 20, July 18, and August 15 Hours of operation: 6pm - 10pm
8. Date of set-up: Day of Event; 8am Take Down Completed By: Day of Event; 11:30pm
9. Expected attendance: 2000
10. Charitable Benefactor (if applicable): \_\_\_\_\_  
Is group a non-profit organization:  Yes  No If yes, attach copy of 501 IRS letter.  
If no, what portion of proceeds will go to charitable organizations: \_\_\_\_\_
11. How will you publicize the event?  
Billboards, Social Media, Website
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): Live band with stage; vendors around park.
- 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.)



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

**22. FOOD SERVICE:**

Will food be prepared at this event?  Yes  No

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

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**23. Prior Events:**

Is this a first time event?  Yes  No

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

If so, please list the years: 2013 - 2018, yearly

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**24. Emergency Medical Services:**

An approved EMS plan is required to receive a permit for the event.  
Please attach appropriate documentation (attach additional pages as necessary).  
(Call City of Myrtle Beach Fire Department at 918-1109 for questions.)

**25. Security Plan:**

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

Has the Police Department approved a security plan?  Yes  No

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

(The plan shall specify

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

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

If yes, please attach appropriate documentation.

**26. Cleanup of Event Area:**

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

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

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

**27. Street Closings:**

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

Streets to be closed: \_\_\_\_\_

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: 2/20/19 Signature of Applicant: 



### Security Plan: Concerts on the Green

#### Summary of Event:

Concerts on the Green will be held the 3<sup>rd</sup> Thursday of June, July, and August which will be June 20<sup>th</sup>, July 18<sup>th</sup>, and August 15<sup>th</sup> from 7pm-10pm. The event will include a live concert, food vendors, alcohol vendors, and informational vendors. Guests will bring their own chairs and/or blankets. Set up will begin as early as 8am and will require a 20x20 tented stage, sound equipment with separate generator, 10x10 tents for the vendors (supplied either by The Market Common or by the vendor), barricades surrounding Valor Park, 10 extra trash cans provided by the City, and access to power. Vendors will be selling food, drink, and alcoholic beverages (beer or wine). No outside alcohol is permitted. Port-a-Potties will be available. Market Common security, maintenance, and marketing staff will be present. Two off-duty police officers will be hired for additional security. The park will be clean and cleared out no later than Midnight.

#### Load In/Load Out:

Vendors will load in/load out in the parking spaces on Hackler and Nevers Street.

#### Alcohol:

Vendors will be on-site selling beer and wine. Proper permitting will be required.

#### Security:

In addition to The Market Common security staff, we will hire 2 off-duty police officers for additional security needs.

#### Vendors:

Stormfront Productions will provide the stage and sound.

Sunbelt Rentals will provide the generator.

City of Myrtle Beach will provide barricades, extra trash cans, and off-duty police officers.

Songbyrd Entertainment will provide the TBD bands.

Gary's Pumping Service will provide the Port-A-Potties.

Food vendors are To Be Determined, however, previous vendors who have participated include:

- Cold Stone Creamery – ice cream
- David's Karolina Kettle Corn – popcorn
- Tupelo Honey – Beer and Wine
- Gordon Biersch – beer, food

#### EMS:

We will call for EMS in an emergency.



Concerts on the Green Site Plan

