

## MARKET COMMON CARRIAGE RIDES

- Applicant: Caitlen Buffkin  
BEI-Beach, LLC
- When: June 4, 2019 thru  
August 27, 2019
- Time: Tuesdays 6pm - 9pm
- Where: The Market Common
- Street Closure: Two parking spaces on Howard Avenue in front of Dolce Lusso Salon for carriage rides drop off & pick up
- 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: Carriage Rides

2. Type and Purpose of Event: Entertainment - boost traffic to the businesses of the Market Common through Carriage rides.

3. Location of Event: The Market Common

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

5. Applicant: Caitleen Buffkin

<u>Caitleen Buffkin</u> Primary contact person	<u>Heather Gray</u> Alternate contact person's name
<u>4017 Deville St.</u> <u>Myrtle Beach, SC 29577</u>	<u>4017 Deville St.</u> <u>Myrtle Beach, SC 29577</u>
Primary address	Alternate address
<u>843-839-3500 phone 843-839-3502 fax</u>	<u>843-839-3500 phone 843-839-3502 fax</u>
Primary telephone/fax number	Alternate telephone/fax number
<u>cbuffkin@marketcommonmb.com</u>	<u>heather.gray@marketcommonmb.com</u>
Primary email address	Alternate email address

7. Date(s) of event: Tuesdays, June 4th - August 27th Hours of operation: 8pm - 9pm

8. Date of set-up: 5:30pm on the day of Take Down Completed By: 9:15pm on the day of

9. Expected attendance: 250

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, Website, Event Signs, Press Release, 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): Horse Drawn Carriage will carry guests on a horse drawn carriage through  
The Market Common.

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? Positive Response 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. Carriage Rides A-Frame sign on sidewalk in front of Dolce Lusso Salon

18. Parking requirements:(show on site plan): No. of spaces available 1500+ 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.

**23. Prior Events:**

Is this a first time event?  Yes  No

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

If so, please list the years: 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

**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 maintain the area and pull 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: \_\_\_\_\_

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: We will need to close 2 parking spaces in front of Dolce Lusso salon for carriage rides to pick up and drop off.

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## 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: 2/18/2019 Signature of Applicant: 

# Carriage Rides Site Plan





**THE  
MARKET COMMON**

Security Plan: Carriage Rides

Summary of Event:

Carriage Rides will begin and drop off in front of Dolce Lusso Salon in 2 blocked off parking spaces.

Load In/Load Out:

Carriage Rides will load in/load out in the 2 blocked off parking spaces in front of Dolce Lusso Salon.

Alcohol:

There will not be any alcohol served at any of these events.

Security:

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

Vendors:

Carriage Rides

- Joey Mincey of Mincey Carriage & Tours, or other – horse and carriage/entertainment vendor
- Cold Stone Creamery – Ice Cream Vendor

EMS:

We will call for EMS in an emergency.