

SUN FUN FESTIVAL

- Applicant: Michelle Kerscher/Gay Dolphin
Jan Connell/ OMA
- When: May 31 - June 2, 2019
- Time: May 31, 5:00 p.m. -11:00 p.m.
June 1 & 2, 10:00 a.m. -11:00 p.m.
- Where: Plyler Park, the beach area behind Plyler Park, Ocean Blvd. and the Boardwalk between 8th Ave North and Mr Joe White Avenue.
- Set-up and Take Down: May 31 & June 3
- Expected Attendance: 10,000
- Road Closures: For Parade only: June 1st from 8th Ave N. proceeding North on Ocean Blvd to 16th Ave. North beginning at 10:00 a.m.
- SE Committee Vote: Unanimously approved

APPLICATION FOR SPECIAL EVENTS PERMIT
Within the City of Myrtle Beach, SC
(Please print legibly or type)
(Must be submitted 30 days prior to the event)

1. Name of Activity/Event: Sun Fun Festival

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

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

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

5. Applicant: Oceanfront Merchants Association

<p>6. <u>Michelle Kerscher</u> Primary contact person <u>916 N. Ocean Blvd.</u> <u>Myrtle Beach, SC 29577</u> Primary address <u>843.448.6550/843.448.9236 (work) 803.600.6012 (Cell)</u> Primary telephone/fax number <u>michelle@gaydolphin.com</u> Primary email address</p>	<p><u>Jan Connell</u> Alternate contact person's name <u>PO Box 3879</u> <u>Myrtle Beach, SC 29578</u> Alternate address <u>843.251.8008</u> Alternate telephone/fax number <u>myrtlebeachdowntown@gmail.com</u> Alternate email address</p>
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7. Date(s) of event: May 31, June 1 - 2 Hours of operation: 5 - 11 p.m. Fri, 10 a.m. - 11 p.m Sat. & Sunday

8. Date of set-up: Friday May 31 Take Down Completed By: Noon Monday June 3

9. Expected attendance: 10,000

10. Charitable Benefactor (if applicable): Special Olympics of Horry County. Will have other non-profits involved also
Is group a non-profit organization: Yes No If yes, attach copy of 501 IRS letter.
If no, what portion of proceeds will go to charitable organizations: _____

11. How will you publicize the event?
Radio, print ads, editorials, television, social media, local marketing posters and signage

12. Are public funds being used? Yes No

13. Does the applicant intend to gate the event and charge an admission fee: Yes No
If so, please detail the amount of the fee and describe as to how the event will be gated: _____

14. Entertainment Description (show on site plan): Bands each night, with a DJ prior to the bands performances
Games and activities for kids, costume characters, face painting. Other entertainment may be added, including a sand sculpture demonstration and the Golden Knights.
Speakers/microphone needed: Yes No Electrical hook-ups needed: Yes No

15. Is a fireworks display planned in conjunction with this event? Yes No
(Fireworks displays require a SC State Permit obtained by a SC Licensed Pyrotechnician.)

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

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

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

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

19. Alcohol:

Will alcoholic beverages be made available to the public? 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 _____

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

20. Parades:

Is there a parade planned with this event? Yes No

If yes, please state the day, time, location, and anticipated number of participants, routes, times, staging

area, disbanding area, review stand, and alternate dates: The parade will be Saturday morning beginning at 10:00 am. Staging will follow last year's event, and will run along 8th Ave. and onto side streets as needed. The parade will run from 8th Ave. N - 16 Ave. North, disbanding in the Chapin Park area. Review stand will be in Plyler Park. Estimated participation of 80 businesses/organizations.

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

21. Vendors:

Will vendors be present at this event? Yes No

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

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

22. FOOD SERVICE:

Will food be prepared at this event? Yes No

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

23. Prior Events:

Is this a first time event? Yes No

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

years? If so, please list the years: Annually from 1951 - 2011, 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: Additional trash receptacles in Plyler Park and on Ocean Boulevard would be helpful, surrounding businesses and local volunteers will also be involved in cleanup efforts

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

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

27. Street Closings:

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

Streets to be closed: _____

Day/Dates: _____

Closing Time: _____

Opening Time: _____

- 28. Insurance:** (Certificate of Insurance to be sent to City of Myrtle Beach Risk Department; for questions call 918-1007.)
- 1) Coverage shall be written on an occurrence basis and provide Premises/Operations: Independent Contractors: Products/Completed Operations: Contractual and Broad Form Property Damage.
 - 2) Minimum Limits of Liability will be \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - 3) The City of Myrtle Beach shall be named as "additional insured" and the policy endorsed to require that the City be provided thirty (30) days written notice of coverage modification or cancellation.
 - 4) A certificate of insurance will be provided to the City ten (10) days prior to the beginning date of the event permitted herein.
 - 5) Additional limits or coverages may be required by the Risk Manager to address specific special or unusual hazards.

29. Special Requirements:

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

If Yes, please explain: _____

SITE PLAN

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

Site Plan Size Requirement:

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

Must be presented on 8 1/2" x 11" letter size paper

Site Plan must include the following:

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

Additional applications/licenses or permits required:


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

REVIEW YOUR APPLICATION PRIOR TO SUBMITTAL !!

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

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

Date Submitted: 2/17/2019

Signature of Applicant: 

Sun Fun Festival 2019 Security Plan

Summary of Event

This event features live bands on a temporary stage, performers, games, and vendors (Sun Fun t-shirt sales, non-profit groups, possibly others). The operational hours for the festival will be from 5:00 p.m. – 11:00 p.m. Friday, May 31; 10:00 a.m. to 12:30 p.m. and 5:00 p.m. – 11:00 p.m., Saturday, June 1; 5:00 p.m. – 11:00 p.m. Sunday, June 2. The festival grounds will encompass Plyler Park, the Boardwalk from 9th Ave. to Plyler Park, the beach in front of Plyler Park, the road between 9th Ave. and Mr. Joe White. The festival grounds will be open to the public with no admission charge.

Security

Security during the operational hours of the event will be provided by police officers from the Myrtle Beach Police Department, the applicant's staff and volunteers. The applicant, at his discretion, may hire private security for the protection of goods, merchandise or other private property stored on the festival grounds during operational and non-operational hours. The applicant's staff and volunteers will be responsible for enforcement of event policies.

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

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

Road Closure

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

EMS

An EMT will be on stand-by on-site with an oxygen tank and a backboard during the Golden Knights Army Parachute Team performances, which will be Friday night at 9:30 p.m., and Saturday at Noon. All jumps will land on the beach in front of the Boardwalk between Plyler Park and the old Pavilion lot.

Alcohol

There is no alcohol sales at this event

Parking

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

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

Sun Fun 2019 Summary* **May 31, June 1 – 2, 2019**

Thursday, May 30

10:00 a.m. Sand sculpture begins on the beach in front of Plyler Park
(Sand sculpture team is coordinating efforts with Army Corps of Engineers for beach sand use and necessary permissions)

Friday, May 31

4:00 p.m. Setup begins in Plyler Park
6:00 p.m. – 11:00 p.m. Games, vendors, demonstrations in Plyler Park, Sun Fun Jail, photo booth, face painting
6:00 p.m. DJ Matt begins playing music in Plyler Park
7:00 p.m. – 10 p.m. Swingin' Medallions
9:30 p.m. Golden Knights Performance with landing on beach in front of Plyler Park
11:00 p.m. Festival ends, cleanup by volunteers

Saturday, June 1

8:30 a.m. Parade volunteers meet at Plyler Park
9:00 a.m. Parade setup begins on 8th Ave. North and the side streets
10:00 a.m. - Noon Sun Fun Festival Parade from 8th Ave. North to 16th Ave. North
Noon Golden Knights Performance with landing on beach in front of Plyler Park
4:00 p.m. Setup begins in Plyler Park
4:00 p.m. Sandcastle demonstration in Plyler Park (tentative)
5:00 p.m. – 11:00 p.m. Games, vendors, demonstrations in Plyler Park, Sun Fun Jail, photo booth, face painting
6:00 p.m. DJ Matt begins playing music in Plyler Park
7:00 p.m. – 10:00 p.m. Too Much Sylvia
10:00 p.m. Fireworks
11:00 p.m. Festival ends, cleanup by volunteers

Sunday, June 2

4:00 p.m. Setup begins in Plyler Park
4:00 p.m. Sandcastle demonstration in Plyler Park (tentative)
4:00 p.m. Sand sculpture completed
5:00 p.m. – 11:00 p.m. Games, vendors, demonstrations in Plyler Park, Sun Fun Jail, photo booth, face painting
6:00 p.m. DJ Matt begins playing music in Plyler Park
7:00 p.m. – 10:00 p.m. Band TBA
11:00 p.m. Festival ends, cleanup by volunteers



2019 Site Plan

-  Golden Knights landing area
-  Sand sculpture area
-  Stage
-  Goddess of the Sea
-  Games, Jail
-  Signage
-  Additional Trash Receptacles

