

## ANNUAL TREE LIGHTING CEREMONY AT THE MARKET COMMON

- Applicant: Caitlen Buffkin  
BEI-Beach LLC/The Market common
- When: November 23, 2019
- Time: 6:00 p.m. - 9:00 p.m.
- Where: The Market Common
- Road Closures: Reed Street between Deville Street and Howard Ave and Deville Street between Blizzard and Nevers

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: Annual Tree Lighting Ceremony

2. Type and Purpose of Event: Neighborhood and City-Wide Festival; Its purpose is to drive traffic to The Market Common

3. Location of Event: The Market Common

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

5. Applicant: BEI Beach LLC

6. <u>Caitlen Buffkin</u>	<u>Heather Gray</u>
Primary contact person	Alternate contact person's name
<u>4017 Deville Street</u>	<u>4017 Deville Street</u>
<u>Myrtle Beach, SC 29577</u>	<u>Myrtle Beach, SC 29577</u>
Primary address	Alternate address
<u>843-839-3500 / 843-839-3502</u>	<u>843-839-3500 / 843-839-3502</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: Saturday, November 23, 2019 Hours of operation: 6 - 9 PM

8. Date of set-up: Saturday, November 23, 2019 Take Down Completed By: 11 PM

9. Expected attendance: 1500

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?  
Social Media, Website, Event Signs, Press Releases

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): Santa Claus, Choral Groups, Musicians, Games, Inflatables, Train, Face-Painters, Balloon Artists

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? Merchants and residents are very supportive

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. No

18. Parking requirements:(show on site plan): No. of spaces available 1700+ 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.

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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: 2008 - 2018

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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 pull 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: Reed Street (from Howard Avenue to Deville Street); Daville Street (from Blizzard Street to Nevers Street)

Day/Dates: Saturday, November 23, 2018

Closing Time: As determined by the MBPD; Set-up begins at 2 PM

Opening Time: As determined by the MBPD; Event ends by 9 PM

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**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: 7/16/19 Signature of Applicant: 



# THE MARKET COMMON

## Security Plan: Annual Tree Lighting Ceremony

### Summary of Event:

The Annual Tree Lighting Ceremony event will be held in front of the Grand 14 Cinema and on Reed Avenue (from Howard to Deville) and Deville Street (from Blizzard to Nevers) starting at 6pm. We will have various vendors and entertainment and an exciting appearance by Santa, himself! Santa will arrive at 6pm, welcome the crowd and use his magic to light the Christmas tree. The entertainment for the evening will be on the stage in front of the Grand 14 and will begin as the tree is lit. We will have various vocal and dance groups who will each perform for 20-45 minutes. Santa will be in his sleigh in front of the Grand 14 for pictures and to visit with the children for the entire evening while the crowd enjoys vendors and kid's entertainment area. The kid's entertainment and vendor area will include festival type food, a trackless train, games, inflatables, face painting, and a balloon artist.

### Load In/Load Out:

The inflatables, trackless train, games, and food vendors will arrive by trucks and will need to load in from Deville Street (Phillis Blvd side) to set up for the event. The balloon artist and face painter will also load in from that area.

### Alcohol:

There will not be any alcohol served at this event.

### Security:

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

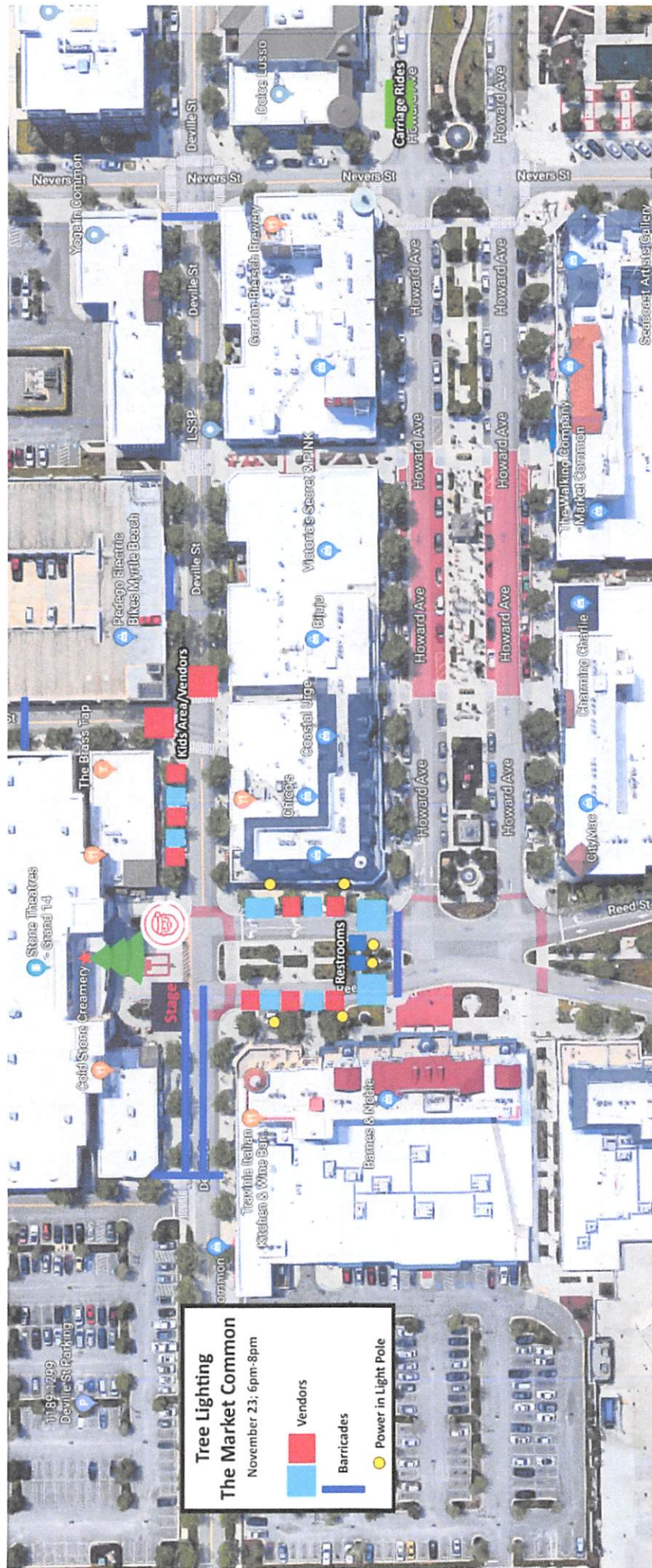
### Vendors:

- Games – 5 Star Farms
- Trackless Train- 5 Star Farms
- Balloon Artist – Balloontastic
- Face Painter – Fantasy Face Painting
- Holiday Choral; Dancers – Entertainment Vendors
- Stage – Rent A Tool
- Generator – SunBelt Rentals
- Sound – Special Event Productions
- Prepared food vendors




### EMS:

We will call for EMS in an emergency.





**Tree Lighting**  
**The Market Common**  
 November 23: 6pm-8pm

	Vendors
	Barricades
	Power in Light Pole