

HOLIDAY BAZAAR, CARRIAGE RIDES, HAY RIDES, PICTURES WITH SANTA, & MUSIC IN THE STREETS

- Applicant: Caitlen Buffkin
BEI-Beach LLC
- When: October 1, 2019 through
December 30, 2019
- Time: Varies- See attached site plan
- Where: The Market Common
- Road Closures: Two parking spaces on Howard Ave
for carriage rides, 2 Parking spaces
on Reed for hay rides.
- Committee Action: 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: Fall Hay Rides, Carriage Rides, Holiday Bazaar, Pictures with Santa, Music in the Street

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

3. Location of Event: The Market Common

4. Organization: BEI Beach, LLC

5. Applicant: BEI Beach, LLC

<u>Caitlin Buffkin</u> Primary contact person	<u>Heather Gray</u> Alternate contact person's name
<u>4017 Deville Street</u> Myrtle Beach, SC	<u>4017 Deville Street</u> Myrtle Beach, SC
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: October 1, 2019 - December 30, 2019 Hours of operation: Varies - See Site Plan

8. Date of set-up: Day of Event Take Down Completed By: Day of Event

9. Expected attendance: Hay Rides (250), Carriage Rides (250), Holiday Bazaar (500), Pictures with Santa (250), Music in the Streets (100)

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): Site Plan attached. Hay Rides/Carriage Rides on Howard/Deville, Holiday Bazaar in median of Howard Avenue, Music in front of Grand 14, Pictures with Santa in front of Grand 14 Cinema

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? Tenants and Retailers have received the event plans with positive regard.

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. A- Frame signage on sidewalks

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.

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 - present on all events except Hay Rides, first year for Hay Rides

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 handle trash and debris.

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: No street closures, only 2 parking spots on Howard for Carriage Rides, and 2 Parking spots on Reed for Hay Rides

Day/Dates: Day off event

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 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: 7/10/19 Signature of Applicant: 



THE MARKET COMMON

Security Plan: Hay Rides, Holiday Bazaar, Carriage Rides, Pictures with Santa, Music in the Streets

Summary of Event:

Hay Rides will occur on various Tuesdays in October and will begin and drop off in front of The Uncommon Chocolatier on Reed Avenue in 2 blocked off parking spaces. The route will follow the carriage ride route; along Deville Street and circle back up Howard Ave.

The Holiday Bazaar is a holiday food and craft market, similar to the Farmers Market, but with Holiday-themed goods. The vendors will set up on the concrete areas of the median on Howard Avenue. The Waccamaw Market Cooperative will coordinate all the vendors. Time for this event is 12pm-4pm on Saturdays.

Carriage Rides will begin and drop off in front of Dolce Lusso Salon in 2 blocked off parking spaces. The route will go down Howard Avenue towards Reed Street, and make the loop onto Deville and Hackler back around to Howard.

Pictures with Santa will occur on various dates near the Christmas tree in front of Grand 14 Cinema.

The Music in the Streets will set up near the Christmas tree for holiday music and carols.

Load In/Load Out:

Holiday Bazaar vendors will load in/load out using parking spaces on Howard Avenue.

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

Hay Rides will load in/load out in the 2 blocked off parking spaces in front of The Uncommon Chocolatier.

Pictures with Santa does not need any special load in or out.

Music in the Streets bands will load in/load out using parking spaces near theater.

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:

Hay Rides

- 5 Star Farms – Tractor and hay ride trailer

Holiday Bazaar

- Waccamaw Market Cooperative – coordinating food/craft market vendors



THE MARKET COMMON

Carriage Rides

- Joey Mincey of Mincey Carriage & Tours, or other – horse and carriage/entertainment vendor

Music in the Streets – various entertainers

Pictures with Santa

- Santa Claus

EMS:

We will call for EMS in an emergency.

