

Portside Fall Fest and Craft Fair

- Applicant: Portside/ Cathy Hudson
- When: November 6th, 2021
- Time: 10:00 a.m. - 5:00 p.m.
- Where: Portside
- Set-up: November 5
- Take Down: November 7
- Expected Attendance: 800
- Road Closures: No Road Closures, the event will take place in the Portside Property except for parking.
- SE Committee Vote: Approval

APPLICATION FOR SPECIAL EVENTS PERMIT

Within the City of Myrtle Beach, SC

(Please print legibly or type)

(Must be submitted 90 days prior to the event)

1. Name of Activity/Event: Portside Fall Fest & Craft Fair

2. Type and Purpose of Event: Fundraiser for Veteran's Welcome Home Resource Center, Fostering Hope & Wild Things Freedom Center

3. Location of Event: Portside at Grande Dunes 1041 Portside Drive MB 29572

4. Organization: Portside at Grande Dunes

5. Applicant: Catherine Hudson

6. <u>Catherine Hudson on behalf of Portside @ Grande Dunes</u>	<u>Randy Hudson</u>
Primary contact person	Alternate contact person's name
<u>Catherine Hudson</u>	<u>Randy Hudson</u>
<u>4502 Pine Lake Drive MB 29577</u>	<u>4502 Pine Lake Drive</u>
Primary address	Alternate address
<u>404-915-4612</u>	<u>678-708-1121</u>
Primary telephone/fax number	Alternate telephone/fax number
<u>PortsideFallFest@gmail.com</u>	<u>96hudsons@gmail.com</u>
Primary email address	Alternate email address

7. Date(s) of event: November 6, 2021 Hours of operation: 10am to 5pm

8. Date of set-up: November 5, 2021 Take Down Completed By: November 7, 2021

9. Expected attendance: 800

10. Charitable Benefactor (if applicable): Wild Things Freedom Center/VWHRC/Fostering Hope- all 501c3 Organizations
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: 100% of Portside proceeds

11. How will you publicize the event?
Flyers, posters, banners, radio, social media, word of mouth

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: There will be no gate, however, tickets for activities will be sold at the front. Additionally, 10% of food truck and vendor proceeds will be donated to the charity fund. We will hold raffles as well.

14. Entertainment Description (show on site plan): Bluegrass & Country music bands will perform throughout the event. There is a designated stage.

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? Requested Parking with the two medical buildings next door. They are not open on Saturdays. The Living Dunes neighborhood behind us has been notified of the event and some have expressed excitement and others are volunteering.

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. Each craft vendor will have his/her own 10 x 10 tent with signage. Food Trucks will have their signage on their trucks/booths & we will post directionals for walking & parking

18. Parking requirements:(show on site plan): No. of spaces available 400+ No. of handicap 25+
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: Inside Bars & Food Beverage Trucks Times: 10am-4pm

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 Portside @ Grande Dunes holds a liquor license 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.

Food Trucks will be self contained.

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: _____

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: We have 4 designated staff members and 30+ volunteers for set-up/tear down and trash maintenance

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: N/A

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 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.

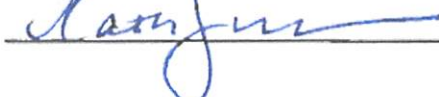
Additional applications/licenses or permits required:

- 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: 10-5-21 Signature of Applicant: 



NO.	TEAM	DATE	REVISIONS

THIS IS AN EROSION CONTROL PLAN



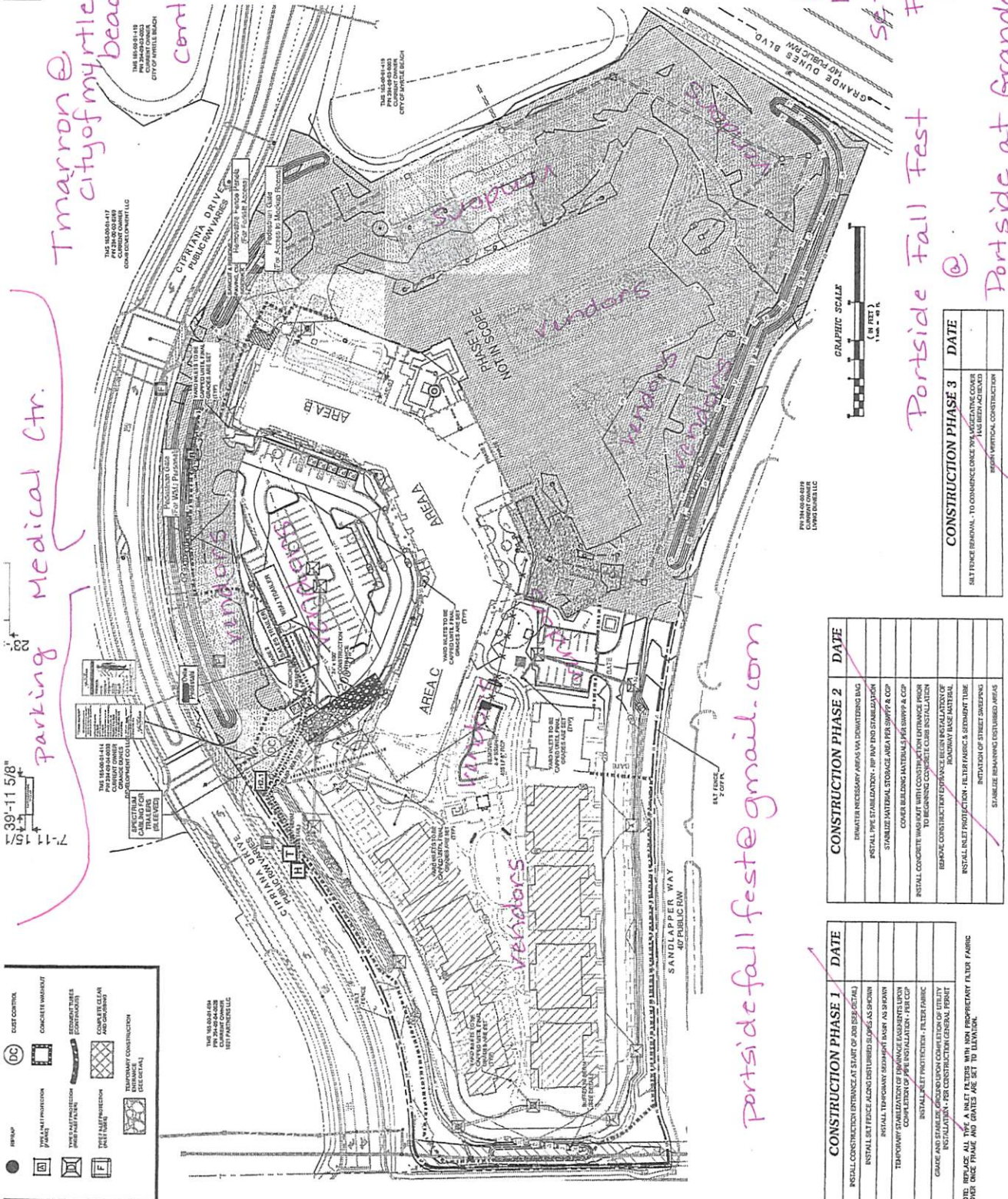
Tmarron@cityofmyrtlebeach.com

contact: Cat Hudson
 404-915-4612
 PortsideFallFest@gmail.com

Sat urday
 Nov 8, 10-5
 set up

Friday Nov 9
 10-5

Portside at Grande Dunes



39'-11 5/8"
 7'-1 1/2"

CONSTRUCTION PHASE 1	DATE
INSTALL CONSTRUCTION ENTRANCE AT START OF JOB (SEE DETAIL)	
INSTALL SILT FENCE ALONG DISTURBED SLOPES AS SHOWN	
INSTALL TEMPORARY SEDIMENT BASKET AS SHOWN	
TEMPORARY STABILIZATION OF EXISTING EXHIBITATION	
COMPLETION OF PIPE INSTALLATION - PER COP	
INSTALL SILT PROTECTION - FILTER FABRIC	
GRADE AND FINISH EXHIBITATION AREAS AS SHOWN	
INSTALLATION - PER CONSTRUCTION GENERAL PRUAT	

CONSTRUCTION PHASE 2	DATE
REMOVE NECESSARY AREAS VIA DEMANDING BAG	
INSTALL PIPE STABILIZATION - PER MAP AND STABILIZATION	
STABLE MATERIAL STORAGE AREA PER SWPPP & COP	
COVER BUILDING MATERIALS PER SWPPP & COP	
INSTALL CONCRETE WALKOUT WITH CONSTRUCTION ENTRANCE PRIOR TO BEGINNING CONCRETE CURB INSTALLATION	
REMOVE CONSTRUCTION ENTRANCE (SEE INSTALLATION OF ADJACENT PHASE MATERIAL)	
INSTALL INLET PROTECTION - FILTER FABRIC & SEDIMENT TUBE	
INSTALLATION OF STREET SWEEPING	
STABILIZE REMAINING DISTURBED AREAS	

CONSTRUCTION PHASE 3	DATE
SILT FENCE REMOVAL - TO COMMENCE ONCE SVA AGGREGATE COVER HAS BEEN ACHIEVED	
REMOVE VERTICAL CONSTRUCTION	

REPAIR

- CONCRETE WALKOUT
- SEDIMENT TUBES (CONCRETE)
- COMPLETE CLEAN AND GRASSING
- TEMPORARY CONSTRUCTION ENTRANCE (SEE DETAIL)

OC OCEAN CONTROL

CONCRETE WALKOUT

SEDIMENT TUBES (CONCRETE)

COMPLETE CLEAN AND GRASSING

TEMPORARY CONSTRUCTION ENTRANCE (SEE DETAIL)

portsidefallfeste@gmail.com

NOTE: REPLACE ALL TYPE A SILENT FILTERS WITH NON PROPRIETARY FILTER FABRIC OVER EACH TUBE, AND GATES ARE SET TO FULL OPEN.