

Myrtle Beach Jazz Festival

- Applicant: Crossroads Event Productions
- When: October 15th - 17th, 2021
- Time: 2:00 p.m. - Midnight Daily.
- Where: Charlie's Place/Carver St.
- Set-up: October 14, noon
- Take Down: October 18 , noon
- Expected Attendance: 5000
- Road Closures Carver St. from 18th to 21st
- C.O.M.B agrees to provide certain in kind services including: barricades, trash receptacles, cones, staff for litter control, EMT's, Police officers, Police tower, 1 Light tower and a stage.
- SE Committee Vote: Approved with the condition that city staffing may be limited due to previously approved events on same weekend

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: Myrtle Beach Jazz Festival

2. Type and Purpose of Event: We will be providing music, vendors, bar and wine garden

3. Location of Event: 1420 Carver Street, Myrtle Beach, SC

4. Organization: Crossroads Event Productions

5. Applicant: Mickey James

6. Mickey James Ericka Hill

Primary contact person

Alternate contact person's name

1205 Washington Street

1008 Harvester Circle

Myrtle Beach, SC 29577

Myrtle Beach, SC 29579

Primary address

Alternate address

Primary telephone/fax number

Alternate telephone/fax number

mickeyjames2009@gmail.com

hill.ericka@gmail.com

Primary email address

Alternate email address

7. Date(s) of event: 10/15/2021 to 10/17/2021 Hours of operation: 2pm-11:59pm

8. Date of set-up: 10/14/2021 9am Take Down Completed By: 10/18/2021 12am

9. Expected attendance: 5000

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?

Fliers, banners and billboards

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: _____

The event will request for donations but not a charge for admission

14. Entertainment Description (show on site plan): _____

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.

16. To what extent has the applicant communicated with adjacent property owners, and what responses have been received? Letters were sent to the owners in the area

18. Parking requirements:(show on site plan): No. of spaces available side street No. of handicap 5
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.

Location: 2 places up front of the venue and one in the back of venue **Times:** from 2pm to 1:00am daily

Telephone _____

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 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.

Vendors will be preparing food at their booth for the festival. There maybe a variety for fuel. Each vendor will receive info on fire regulations.

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 will have volunteer to help with clean up as well as help from the City of Myrtle Beach.

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: Carver Street from 18th Ave N to 21st Ave N.

Day/Dates: 10/14/2021 12 noon to 10/18/2021 1am

Closing Time: 12 noon

Opening Time: 1am

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 a handicap area blocked off for the event. see site plan and asking for extra cones to do so.

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 10x10
 - ☐ Refreshment stands
 - ☐ Restroom accommodations (include number of handicap accessible); please advise if you will require a source of potable water. YES
 - ☐ Tables
 - ☐ Trash and recycling receptacles need to add
 - ☐ 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: 9-9-2021 Signature of Applicant: E. Heo / M. Jones

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

AUG 04 2017

CROSSROADS EVENT PRODUCTIONS INC
PO BOX 3139
MYRTLE BEACH, SC 29578

Employer Identification Number:
81-4058946

DLN:

17053080340017

Contact Person:

MRS. M. TAYLOR

ID# 52449

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

October 11, 2016

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

The Myrtle Beach Jazz Festival October 2021

Carver Street

Stage

Carver Street

- Vendor location
- Jazz Fest tent area
- Beer and Wine Garden
- Porta-Jons with handi-cap stalls
- Stage and AV equipment
- VIP tent area
- Food trucks
- First Aid Station
- Trash cans
- Sandwich Boards 25x45
- Patrons—Entrance and exit
- Hand wash units
- Hand sanitizer stand

Beer and Wine Tent

VIP

Food Truck Food Truck Food Truck

AV

1420 Carver Street

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Crossroads Event Productions.



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|--|------------------------------|--|--------------------------------------|
| | Food trucks | | Vendor location |
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and exit | | Stage and A/V equip-
ment |
| | Hand wash units | | VIP tent area |
| | Hand sanitizer stand | | |

- | | |
|--|------------------------------|
| | Festival area |
| | Request barricade off |
| | Shuttle pick up and drop off |