

## Bike the Beach

- Applicant: Bike and Ped Committee/ Grand Strand Cycling Club
- When: November 13, 2021
- Time: 7:00 a.m. - 1:00 pm
- Where: Starting on Ocean Blvd between 8<sup>th</sup> and 9<sup>th</sup>
- Expected Attendance: 250
- The two long rides will be “follow the rules of the road” like any weekend group ride, there will be rest areas at city facilities along the route. The route will be marked
- There will be a \$50 registration fee to help cover the costs of event with a portion of proceeds to go to a charity of Whit Oliver’s families choosing
- Road Closures: Ocean Blvd. between 8<sup>th</sup> and 9<sup>th</sup> for start of long rides 7am-10am  
and : Ocean Blvd. between 9<sup>th</sup> and 2<sup>nd</sup> for the family fun ride 9am-9:45am
- Committee Action: Approved

**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: Bike the Beach
2. Type and Purpose of Event: Cycling event to celebrate cycling in Myrtle Beach
3. Location of Event: Ocean Blvd. , Plyler
4. Organization: \_\_\_\_\_
5. Applicant: Bike and Ped Committees
6. Mike Snow Tom Austin  
Primary contact person Alternate contact person's name  
Pampas Dr. Myrtle Beach  
Primary address Alternate address  
843-655-8062 Primary telephone/fax number Alternate telephone/fax number  
Primary email address Alternate email address
7. Date(s) of event: 11/13 Hours of operation: 7am - 3pm
8. Date of set-up: 11/12 Take Down Completed By: Day of
9. Expected attendance: 250
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, bike clubs
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: Fee to register for long rides
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.

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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Signage: Will any signs, banners or pennants be posted or hung? Describe the proposed location(s) and include specific details on site plan. signage on site day of event  
+ on road

18. Parking (see site plan): No. of spaces available \_\_\_\_\_ No. of handicap \_\_\_\_\_  
If required for use of Event location by entity other than the City of Myrtle Beach, please attach proof of authorization. If yes, please attached proof of authorization.

19. Alcohol: Will alcohol be available to the public? ☐ Yes ☒ No  
If yes, provide details: \_\_\_\_\_  
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.

AT PARTY IN NANCE AFTER RIDE + REST STOPS

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: Event staff will clean up event

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: Ocean Blvd. between 8th and 9th

Day/Dates: 11/13

Closing Time: 6am

Opening Time: 3pm

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: 7/21/2021 Signature of Applicant: 



## CITY OF MYRTLE BEACH

### Event Information

CITY OF MYRTLE BEACH, P O BOX 2468, MYRTLE BEACH, SC 29578  
PHONE (843) 918-1200 FAX (843) 918-1210

Date Completed	Checked By:
Name of Activity/Event: _____	
Description of Event: _____	
Location of Event: _____	
Applicant/Promoter: _____	
Phone Number: _____	
Business License Number: _____	
Email: _____	

If your business is classified as a not for profit or nonprofit business, you will need to submit a copy of any paperwork received from the IRS or the State for review. This documentation is required for the Business License Office to determine if your business and event participants may be exempt from the requirements of the Business License Ordinance.

A participant list must be completed for each event. A participant is considered to be a person or business that provides a service, including, but not limited to, vendors (both retail and food), production companies that will set up the stage, the company hired to put in fencing, portable toilets, bands, DJs, etc. All W-2 employee(s) of the participants are covered under the participant fee. If any participant has a 1099 (contracted labor) employee(s), then each 1099 employee is considered to be a separate participant and the \$10.00 participant fee would apply for each. Any participant that holds a current City of Myrtle Beach Business License would be exempt from the \$10.00 participant fee.

#### What is the difference between a W-2 employee and a 1099 contract employee?

A W-2 employee receives a payroll check in which payroll taxes are deducted from the employee's paycheck and then paid to the appropriate governmental agency by the employer.

A 1099 contract employee receives a check in which no payroll taxes have been deducted. The contract employee is responsible to pay the appropriate payroll taxes to the appropriate governmental agency on their own.

Employers use Form W-2 *Wage and Tax Statement*, to:

- Report wages, tips, and other compensation paid to an employee.
- Report the employee's income and Social Security taxes withheld and other information.
- Report wage and withholding information to the employee and the Social Security Administration. The Social Security Administration shares the information with the Internal Revenue Service.

Payers use Form 1099-MISC *Miscellaneous Income*, to:

- Report payments made in the course of a trade or business to a person who is not an employee or to an unincorporated business.
- Report payments of \$10 or more in gross royalties or \$600 or more in rents or compensation. Report payment information to the IRS and the person or business that received the payment.

The promoter is required to provide a synopsis of the event. For example: you will need to provide the date and time that the set up will begin and a detailed outline and timeline of the event.

If it is determined that you are required to obtain a business license, you will need to complete the business license application form with the Business License Office. You may contact our office at (843) 918-1200, or you can obtain the business license application from our website at [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com). The business license approval process may take 7 to 10 business days; therefore, you are advised to apply as soon as possible to avoid any delays. If there is additional information needed or an issue with your application; additional time may be required. Your participant list will need to accompany your business license application. The Business License Office will determine the amount that you will be required to remit for your participants. Payment of the participant fees are required at least 7 to 10 business days prior to your event.

The City of Myrtle Beach may issue wristbands that would be required to be worn by each participant, W-2 employee(s) and 1099 contracted employee(s) for the duration of the event. City Code Enforcement staff will be checking to make sure each participant in the event has the required wristband for the event and that it is secured correctly to their wrist. If you have any questions or need additional wristbands for this event, please contact the Business License Office at (843) 918-1200. Any participants that are found to be non-compliant will cause us to notify you and an additional fee may be imposed.

Any participant selling prepared foods, beverages (beer, wine or liquor) or charging admissions, will be required to collect and remit the City of Myrtle Beach 1% Hospitality Fee. Prior to the event, any business not physically located inside the city limits of Myrtle Beach is required to complete a Hospitality Fee application and pay a \$200 filing fee. At the conclusion of the event, the Hospitality Fee reporting form must be filed and the \$200 filing fee will be applied. If a balance remains, the balance must be remitted with the Hospitality Fee reporting form. If an overage remains, a refund will be processed and mailed to the participant. The participant needs to contact the South Carolina Department of Revenue at (843) 839-2960 and the Horry County Treasurers Office at (843) 915-5620 to find out their regulations and tax requirements. If there will be on-site consumption of beer, wine and/or liquor, you will need to contact the South Carolina Department of Revenue to apply for the appropriate ABL permits and you will need to provide a copy of the permits to the Business License Office.





