

“Playing with Fire” Movie Promotion Event

- Applicant: Caitlen Buffkin
BEI - Beach LLC
- When: November 9, 2019
- Time: 11:00 a.m. - 4:00 p.m.
- Where: In front of Grand 14 Movie Theater
at The Market Common
(partial Closure of Deville St.)
- Set-up: November 9, 2019
- Take Down: November 9, 2019
- Expected Attendance: 250
- SE Committee Vote: 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: Movie Promotion Event - "Playing with Fire"

2. Type and Purpose of Event: Promote the Market Common, Grand 14 Movie Theater, and the premier of the movie "Playing with Fire".

3. Location of Event: The Market Common

4. Organization: BEI Beach LLC

5. Applicant: BEI Beach LLC

6. Callien Buffkin Heather Gray

Primary contact person

Alternate contact person's name

4017 Deville Street

4017 Deville Street

Primary address

Alternate address

843-839-3500

843-839-3500

Primary telephone/fax number

Alternate telephone/fax number

cbuffkin@marketcommonmb.com

heather.gray@marketcommonmb.com

Primary email address

Alternate email address

7. Date(s) of event: November 9, 2019 Hours of operation: 11am - 4pm

8. Date of set-up: November 9, 2019 Take Down Completed By: November 9, 2019

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?

Facebook, Website, Radio

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): Emcee with music and vendors

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? All surrounding tenants within The Market Common are favorable.

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 at event.

18. Parking requirements:(show on site plan): No. of spaces available 1500 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: _____

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 pull trash.

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: Deville Street, only directly in front of Grand 14.

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: 08/02/19 Signature of Applicant: 



**THE
MARKET COMMON**

Event Information and Security Plan: Movie Promotion Event at The Market Common

Summary of Event:

Movie Promotion Event - "Playing with Fire" at The Market Common will be held on Saturday, November 9th, 2019 from 11am – 4pm in front of Grand 14 Movie Theater. The premise of the event is to showcase The Market Common and promote the new movie, Playing with Fire. Approximately 6 vendors will be set up in the area in front of the theater along the side walls. We hope to have a few first responder vehicles to showcase and would like to park them in the Fire Lane in front of the theater. A small portion of Deville Street would be closed directly in front of the theater. The event is free and is open to the public.

Alcohol:

There will not be any alcohol served.

Security:

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

EMS:

We will call for EMS in an emergency.


THE MARKET COMMON

Site Plan: Movie Premier Event at The Market Common

Saturday, November 9th, 2019

Movie: "Playing with Fire"




 Vendors:

First Responders

Emergency Vehicles

Face Painting/ Balloon Artist

Emcee/DJ

 Barricades for road closures

 Emergency Vehicles Parked