

## GRANDE DUNES ST. PATRICK'S DAY FESTIVAL & 5K RACE

- Applicant: Mike Shank
- Festival Promotions
- When: March 16, 2018
- Time: 4:00 p.m. - 9:00 p.m.
- Where: Marina Parkway & Grande Dunes Lawn
- Set-up: March 16
- Take Down: March 16
- Expected Attendance: 1000
- Road Closures: Marina Parkway from Grande Dunes Marina to the traffic circle at 71<sup>st</sup> and Marina Parkway. Rolling closure from 6:30 p.m. until 7 p.m.
- SE Committee Vote: Unanimous 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: Grande Dunes St Patrick's Festival

2. Type and Purpose of Event: Festival and 5K race

3. Location of Event: Grande Dunes Lawn

4. Organization: Festival Promotions

5. Applicant: Festival Promotions/Grande Dunes

<u>Mike Shank</u> Primary contact person <u>5359 Matheson Lane</u> Primary address <u>843-287-7443</u> Primary telephone/fax number <u>shankmike@yahoo.com</u> Primary email address	<u>Amanda Himmelsbach</u> Alternate contact person's name Alternate address Alternate telephone/fax number Alternate email address
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7. Date(s) of event: 3/18/18 Hours of operation: 4 pm - 9 pm

8. Date of set-up: 3/18/18 Take Down Completed By: 3/18/18

9. Expected attendance: 1000

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?  
Local Marketing and Social Media

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): Live Music; Inflatables, Petting Zoo, Face Painting; 5K race

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? Host is the property owner

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

18. Parking requirements:(show on site plan): No. of spaces available \_\_\_\_\_ 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: grande Dunes Event Lawn Times: 4 pm - 10 pm

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 Michael Shank Address 5359 Matheson Lane, MB SC 29577

Telephone 843-287-7443

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.

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**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: Our staff will clean up after the event.

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If using a private sanitation company, give name, contact person and telephone number: \_\_\_\_\_

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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: Marina Parkway from Grande Dunes Marina to traffic circle at 71st and Marina Parkway

Day/Dates: March 16 - Rolling closure from 6:30 pm until 7 pm

Closing Time: 6:30 pm

Opening Time: 7 pm

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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: Will need barricades for the 5K race for several intersections on Marina Parkway

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## 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 - No Grand stands
  - 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. 8 port A Johns - 2 Handicap
  - 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: 1/11/18 Signature of Applicant: Michael Shank

Digitally signed by Michael Shank  
DN: c=US, o=City of Myrtle Beach, ou=City of Myrtle Beach, email=ms@myrtlebeach.com  
Date: 2018.01.11 15:03:44 -0500

## **SECURITY PLAN – GRANDE DUNES EVENT – MARCH 16**

**Festival Event - 4 pm to 9:15 pm - Hire 2 City Officers to patrol the event**

**5K Race – 6:15 pm – 7:30 pm – Hire 2 City Officers to ride the course on bicycles. Then, based on the crowd, those officers could support event**

### **RACE COURSE ROUTE**

**Head out of Grande Dunes event lawn and head south on Marina Parkway until the Round About on 71<sup>st</sup> Ave N and Marina Parkway and then then head north, along the same route, until returning to the Grande Dunes Marina Parking lot.**

**Using Barricades, block Marina Parkway course from 6:15 pm until end of race, approximately 7:15 pm**

**71<sup>st</sup> and Bypass can re-open by 6:45 (access still blocked going north until race is complete)**

**South Direction Only**

**76<sup>th</sup> and Bypass can re-open by 7 pm (access still blocked going north until race is complete)**

**South Direction Only**

**Event attendees will still have access to the main parking lot during the race**

St Pat's

Grande Dunes  
Site Map



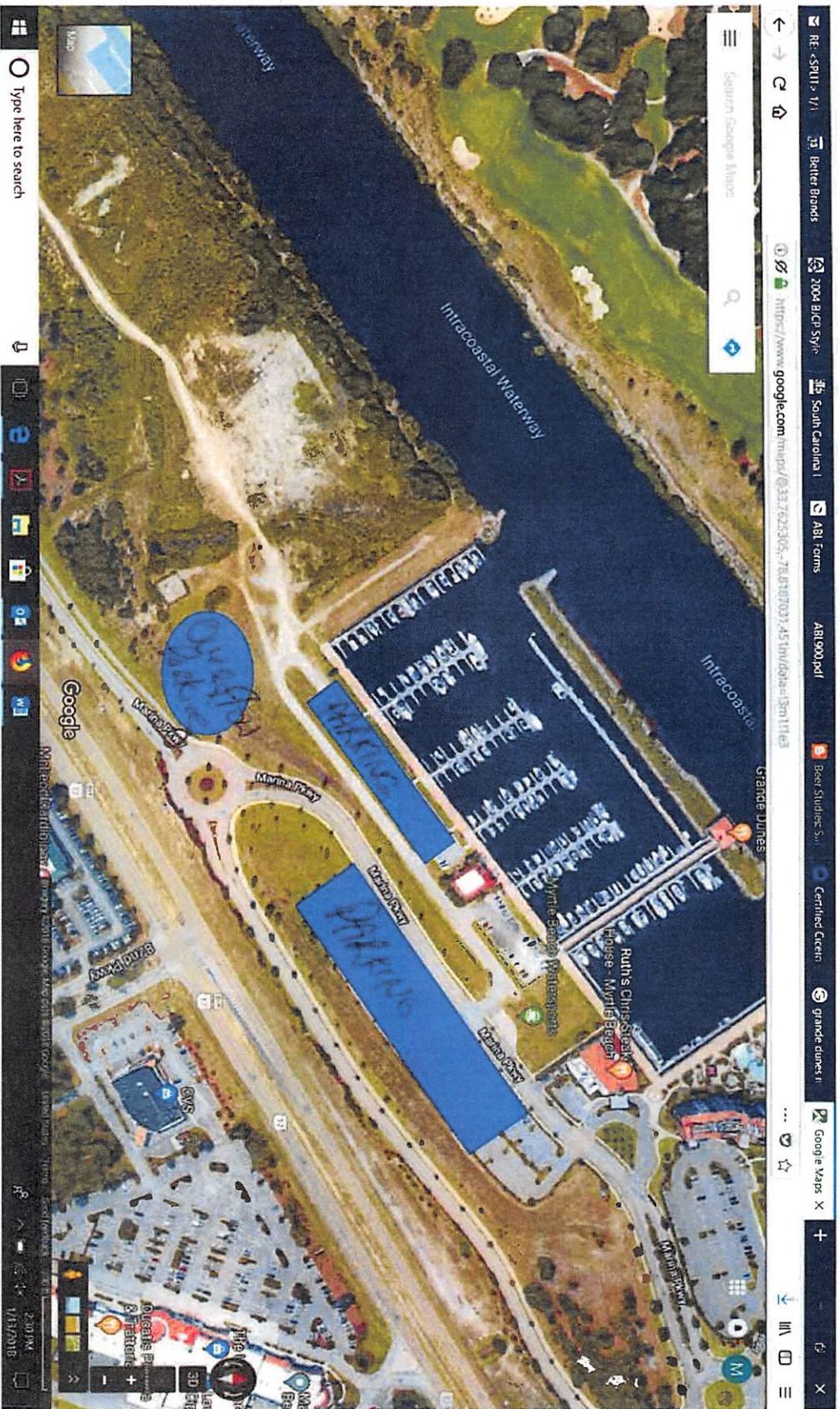
X = Light Towers

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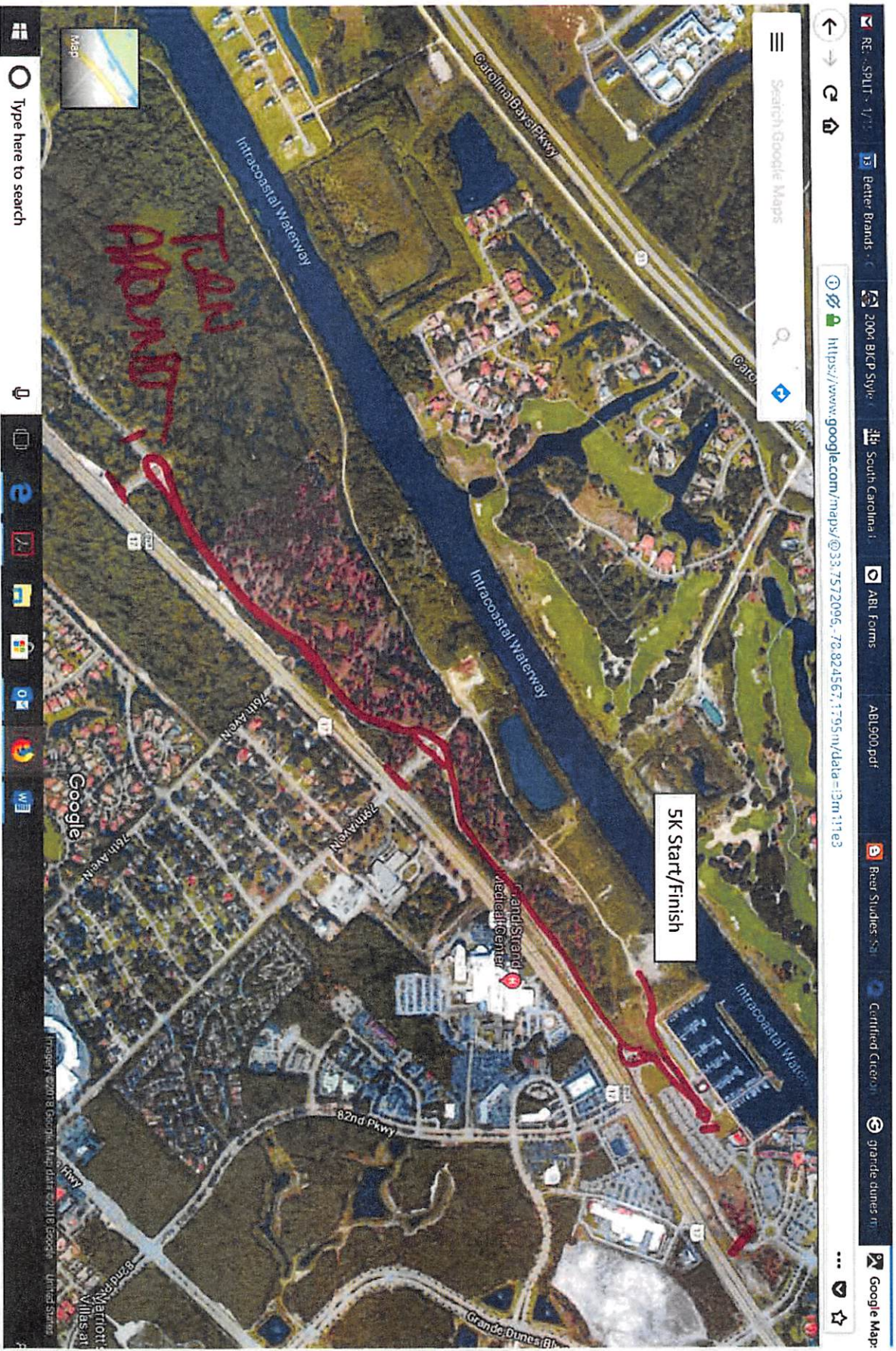


St Pats - Grande Dunes - Parking



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# 5K Race - Grande Dunes



TRAIL  
APPROXIMATE

— Road Block