



PERMIT # _____
City of North Myrtle Beach
Special Event/Festival Permit Application

Instructions: To apply for a Festival Permit, please complete this application and submit it, including required attachments, City of North Myrtle Beach Administration no later than sixty (60) days before your event.

I. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

SPONSORING ORGANIZATION NAME:

CHIEF OFFICER OF ORGANIZATION:

APPLICANT NAME:

ADDRESS:

DAYTIME PHONE: _____ EVENING PHONE: _____ FAX: _____

ON-SITE CONTACT PERSON: _____ PAGER/CELL PHONE: _____

(NOTE: This person *must* be in attendance for the duration of the event and until last vendor leaves and immediately available to City officials.)

YES NO N/A

IS THE CITY A CO-SPONSOR.

WHAT IS THE NAME OF THE CITY CONTACT PERSON.

II. EVENT INFORMATION

EVENT NAME:

PURPOSE OF EVENT:

EVENT DATE(S): _____ TOTAL EXPECTED ATTENDANCE: _____

LOCATION:

EVENT HOURS: _____

SET-UP HOURS: _____

DISMANTLE HOURS: _____

(Includes same-day clean-up of all trash and debris generated by event)

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have DHEC requirements been met? Permit number _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you provide portable toilets for the general public attending the event? If "YES", number of Portable Toilets _____ number of ADA Accessible Toilets _____ <i>(SUGGESTED: 1 for every 250 people)</i> <i>(SUGGESTED: 10% of total portable toilets)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require the use of City electricity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require the use of City water?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require Traffic Control?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require the use of City Personnel for Trash Removal?

Please list any other services you are requesting from the City of North Myrtle Beach. _____

IV. FEES AND PROCEEDS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SPONSORING ORGANIZATION a "Tax Exempt, non-profit" organization as defined by the IRS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will admission fees be charged to attend the event? If "YES", please provide amount(s) of all tickets. _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide amount(s). _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the SPONSORING ORGANIZATION is not a "Tax Exempt, non-profit" organization, will donations be made to any charitable organization(s)? If "YES" please list the names of the organization(s) and the expected amount of donation. _____ _____ _____

V. EVENT SITE MAP (Attachment)

REQUIRED: Attach a site map of the proposed event site indicating the locations of the following items:

- | | |
|---|---|
| 1. Fencing, Barriers and/or Barricades | 9. Trash Receptacles or Dumpsters |
| 2. Gates or points of Admission | 10. Locations(s) of Portable Generator(s) |
| 3. Scaffolding, Bleachers, Stages or Related Structures | 11. Points of Connection to City Water |
| 4. Alcohol Outlets | 12. Points of Connection to City Electric |
| 5. Food and Beverage Vendors | 13. Tables and Chairs |
| 6. Portable and Permanent Toilets | 14. Vehicles and/or Trailers |
| 7. First Aid Facilities | 15. Location of Vendor Parking |
| 8. Canopies or Tent Locations | 16. Other Components Not Covered Above |
| | 17. Amusement or Carnival Type Rides |

(Prior to issuance of a FESTIVAL PERMIT, you are required to submit a FINAL EVENT SITE map to the City.)

VI. SECURITY

YES NO N/A

Will this event require security to handle the event? If so,

Security Source: _____

Address: _____

On-site Contact: _____ Phone No. _____

VII. INSURANCE INFORMATION

➤ **REQUIRED:** Prior to the issuance of a Special Events Permit, proof of insurance will be required.

You must provide an **ORIGINAL CERTIFICATE OF INSURANCE** showing you have purchased commercial general liability insurance that names “the City of North Myrtle Beach, its officers, employees and agents” as an additional insured. Insurance coverage must be maintained for the duration of the event. The amount of insurance coverage required will depend on the risk level of the event and will be determined by the City’s Risk Management Office. Depending on the nature of the event, additional coverage may be required.

VIII. AFFIDAVIT

➤ **ADVANCE CANCELLATION NOTICE REQUIRED:** If this event is cancelled, please call (843) 280-5555 with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. That I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event established by the City Council and/or the City Manager or the City Manager’s designee. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be insured by or on behalf of the Event by the City of North Myrtle Beach.

Name of Applicant (print) _____ Title _____

_____ Date _____

Signature of Applicant

ORIGINAL APPLICATION SHOULD BE CLEARLY PRINTED OR TYPED AND MAILED TO:

City of North Myrtle Beach
1018 2nd Avenue South
North Myrtle Beach, SC 29582

Attention: Debra Brown

Phone: (843) 280-5555