General Robert H. Reed Recreation Center

Rental Fee Schedule (Effective July 1, 2019)

<table>
<thead>
<tr>
<th></th>
<th>Civic Rate</th>
<th>Civic Rate</th>
<th>Non Civic Rate</th>
<th>Non Civic Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City Resident</td>
<td>Non Resident</td>
<td>City Resident</td>
<td>Non Resident</td>
</tr>
<tr>
<td>Small Classrooms</td>
<td>$20/hour</td>
<td>$35/hour</td>
<td>$35/hour</td>
<td>$60/hour</td>
</tr>
<tr>
<td>Large Classroom</td>
<td>$30/hour</td>
<td>$55/hour</td>
<td>$45/hour</td>
<td>$80/hour</td>
</tr>
<tr>
<td>Ballroom</td>
<td>$50/hour</td>
<td>$85/hour</td>
<td>$85/hour</td>
<td>$140/hour</td>
</tr>
</tbody>
</table>

*City Resident rates are charged to those who reside inside the city limits of Myrtle Beach. Be prepared to show proof of residency with the name and address that is listed on the permit.

Table/Chair Rental

| Use of Tables and Chairs | $25 if more than 4 tables and 40 chairs are needed. |

*Lessee may request all available tables and chairs in the facilities for their use. If additional tables and chairs are needed they must be provided by the lessee. Drop-off and pick-up times must be coordinated with the city. Staff will not be responsible for setup and breakdown of additional tables and chairs.

Staffing Fee and Labor Costs

| Overtime Rate During Non-Business Hours | $30/hour/person |
| Holiday Rate (On City Holidays)        | $50/hour/person  |

*Holidays bookings depend on staff availability*

*Staffing fees will be charged only for facility rentals during non-business hours to include overtime and/or holiday rates.

Clean-Up/Damage Costs

| Janitorial Fee | $100/hour |

*Lessee will be charged $100 up front for the first hour of cleaning. Extra fees may be charged after event if post-event rules are not followed or facility is damaged. Fees will be charged on an hourly as needed basis.

Civic is defined as:

1. Government Agency
2. Registered Civic Organization (Rotary, Jaycees, etc.)
3. Church Organizations
4. Any other organization registered through the State of South Carolina as a charitable organization.
5. Individual requesting the use of a facility for a “Not For Profit” event.
General Robert H. Reed Recreation Center

Amenities:
- Ballroom with Stage
- 4 Meeting Rooms
- Warming Kitchen with Residential Stove, Ice Machine, and 2 Refrigerators
- Floor Model Podium
- Floor Easel
- Portable PA System with Microphone

Table/Chair Inventory:
- 300 Chairs
- 12- 5ft. Round Tables
- 20- 6ft. Round Tables
- 26- 6ft. Rectangular Tables
- 12- 8ft. Rectangular Tables
- 4- 4ft. Rectangular Tables

Room Square Footage:
Ballroom 5568 sq. ft.
Meeting Room A 896 sq. ft.
Meeting Room B 588 sq. ft.
Meeting Room C 2304 sq. ft.
Meeting Room D 441 sq. ft.

*General Reed Recreation Center offers many instructional and recreational classes and activities. Classroom space and table/chairs may be limited during class times.*
General Robert H. Reed Recreation Center

Rules & Regulations

All customers must review and sign the rules & regulations sheet before the Facility Use Permit will be approved. If at any time a General Reed Recreation Center staff member deems an event to be in violation of the rules, the event may be stopped immediately. If your event is stopped due to violation of the rules, fees associated with that event will not be refunded.

- Customers must complete a Facility Use Permit and provide the deposit when requesting the use of a space. Photo ID or proof of residency is required with all Facility Use Permits.
- Customers must abide by requested time of rental. Customers will be given 1 hour before rental time and 1 hour after rental time for setup and cleanup. You will not be allowed in the facility prior to this time and all guests/vendors must exit the facility by the end of this time or extra fees will be charged.
- Customers are responsible for cleaning the rented facility at the end of their function (including sweeping & mopping of floors).
- Customers are responsible for proper disposal of garbage accumulated by their function. All trash must be put into one of the trash receptacles provided and dumped in the dumpster located at the rear of the building. Staff members will assist in dumping the trash.
- Customers are responsible for any damages that occur to the facility during their function. Additional fees may be charged for damages to the facility.
- Decorations should remain within the rented area of the facility. Customers must have prior approval from the Center Supervisor to decorate the lobby or other unrented areas.
- No glitter, confetti, sequins, sand, birdseed, or other loose decorations are allowed inside the building.
- No sparklers or other fireworks are allowed on the City of Myrtle Beach’s property. Fireworks are illegal within the city limits of Myrtle Beach.
- All candles must have globes. No exceptions.
- Customers must get prior approval from Center Supervisor to hang decorations from walls, doors, and/or ceilings. Please remember that it is against the City of Myrtle Beach’s sign ordinance to hang outdoor event signs from any post, tree, or pole.
- In compliance with Myrtle Beach Code of Ordinances Sec. 14-62 all music must be shut down at 11pm.
- Half of the total event fees are due at the time of rental application submittal. The total rental amount is due 30 days prior to an event. In the situation where the event is booked within 30 days prior to the rental date, total rental fees are due at the time of application submittal.
- Cancellation refunds will be provided as follows: 60 days prior to event – Customer receives full refund. 59-30 days prior to event – Customer receives refund of 50% of rental fee (initial down payment). 29-0 days prior to event – Customer forfeits all fees paid for event.

Signature of Applicant ____________________________ Date __________
General Robert H. Reed Recreation Center
Alcohol Policies

The presence and consumption of alcohol is prohibited on city property. Only groups whose functions have been pre-approved to serve alcohol may bring alcoholic beverages and consume them on city property. Alcohol cannot be served at any event related to children. Strict adherence to the following guidelines is required.

- Insurance is required for all events selling alcohol.
- Lessee requesting the use of alcohol is personally responsible for monitoring all activities relating to the consumption of alcohol. Lessee is required to establish procedures to provide a safe ride home for intoxicated guests.
- Lessee requesting the use of alcohol should serve or hire bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served, to spot those who are drinking too much, and to ensure that no one under the age of 21 is served.
- Alcohol consumption is restricted only to rented spaces of the facility. Lessee must make reasonable efforts to ensure guests keep alcoholic beverages within those spaces in which they have rented.
- Alcohol service must be discontinued at a reasonable time. No alcohol can be served after 11:30PM.

Signature of Applicant_________________________ Date__________

The City of Myrtle Beach reserves the right to deny the use of alcohol for any function. Any function found in violation of above policies will be shut down and fees will be forfeited.
General Robert H. Reed Recreation Center: Post Rental Checklist

(Customers are responsible for returning building to pre rental condition.)

☐ Kitchen clean & returned to pre rental condition (for ballroom rentals only):
   (Counters clean & sanitized, floor swept & mopped. Kitchen items returned.)
   Staff Comments: ____________________________________________________________

☐ Rental space clean & returned to pre rental condition:
   (Tables sanitized, chairs stacked, floor swept & mopped, all event items removed from space.)
   Staff Comments: ____________________________________________________________

☐ Bathroom clean & returned to pre rental condition:
   (Check floor for excessive dirt & trash.)
   Staff Comments: ____________________________________________________________

☐ All trash accumulated by event has been disposed of properly:
   (All trash placed in trash cans provided by the Base Rec Center.)
   Staff Comments: ____________________________________________________________

☐ Condition of walls inside Rental Space / Bathroom:
   (No physical damage inflicted on surface of walls & doors. No damage to paint & wood)
   Staff Comments: ____________________________________________________________

Customer Comments: _________________________________________________________

_________________________________________  Date: ____________________
Customer Signature: _________________________    Staff Signature: ______________________
_________________________________________  Date: ____________________
CITY OF MYRTLE BEACH
FACILITY USE APPLICATION

APPLICANT NAME: ________________________________

PHONE: __________________ PHONE: __________________

(Residence) (Business)

ADDRESS: __________________________________________

CITY _____________________ STATE __________ ZIP __________

EMAIL ADDRESS: __________________________________________

ORGANIZATION: __________________________________________

ADDRESS: __________________________________________

CITY _____________________ STATE __________ ZIP __________

FACILITY TO BE USED: __________________________________________

BEGINNING DATE: _______ TIME: _______ ENDING DATE: _______ TIME: _______

DETAILED DESCRIPTION OF ACTIVITY: __________________________________________

- THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED, UNLESS APPROVED BY THE PARKS, RECREATION, & SPORTS TOURISM DIRECTOR.
- VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK OTHER THAN IN DESIGNATED PARKING, LOADING OR UNLOADING ZONES EXCEPT WITH THE SPECIFIC WRITTEN PERMISSION OF THE POLICE DEPARTMENT (TO BE ATTACHED TO THIS DOCUMENT).
- THE CITY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE THE TYPE, NUMBER AND PLACEMENT OF ALL STRUCTURES, INCLUDING BUT NOT LIMITED TO TENTS, BOOTHS, DISPLAYS AND COOKING APPARATUS.
- IT IS AGREED AND UNDERSTOOD THAT PERMITTEE IS SOLELY RESPONSIBLE FOR THE CONDITION AND CLEANLINESS OF FACILITY USED DURING THE TERM OF THIS PERMIT AND AGREES TO RETURN SAID PROPERTY IN THE SAME CONDITION AS FOUND, REASONABLE WEAR AND TEAR EXCEPTED.
- PERMITTEE AGREES TO ARRANGE FOR AND ASSUME THE COST OF PROVIDING SECURITY AND CROWD CONTROL WHEN SUCH IS DEEMED NECESSARY BY THE CITY.
- PERMITTEE AGREES TO CONDUCT ALL ACTIVITIES IN COMPLIANCE WITH THE LAWS OF THE STATE OF SOUTH CAROLINA AND ALL APPLICABLE CITY ORDINANCES.
- PERMITTEE AGREES TO PURCHASE AND MAINTAIN IN FORCE FOR THE FULL TERM OF THIS PERMIT A COMPREHENSIVE BROAD FORM GENERAL LIABILITY POLICY PROVIDING A COMBINED SINGLE LIMIT OF LIABILITY (CSL) OF $1,000,000 PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE. IN ADDITION:
  1. The City of Myrtle Beach shall be named an "additional insured" and the policy endorsed to require that the City be provided thirty (30) days written notice in the event of coverage modification or cancellation.
  2. A certificate of insurance will be provided to the City ten (10) days prior to the beginning date of the event permitted herein.
  3. Additional limits may be required to address special or unusual hazards.

- PERMITTEE AGREES UPON DIRECTION OF THE CITY TO IMMEDIATELY CEASE ACTIVITY IN THE EVENT OF INSURANCE CANCELLATION UNTIL PROOF OF COVERAGE SATISFACTORY TO THE CITY IS RESUBMITTED.
• PERMITTEE AGREES TO PROTECT, DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS, CHARGES, PROFESSIONAL FEES, INCLUDING BUT NOT LIMITED TO ATTORNEYS FEES AND OTHER EXPENSES AND LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF THE USE OF THE CITY’S FACILITIES BY THE PERMITTEE, ITS OFFICERS, AGENTS, SUB-CONTRACTORS, EMPLOYEES, AND/OR INVITEES.
• PERMITTEE AGREES AND UNDERSTANDS THAT THE CITY MAY REVOKE AND TERMINATE THIS PERMIT UPON A FINDING BY THE CITY THAT PERMITTEE’S USE OF THE FACILITY IS DETRIMENTAL TO THE SAFETY, WELFARE, HEALTH OR BEST INTERESTS OF THE CITIZENS OF THE CITY OF MYRTLE BEACH.
• PERMITTEE UNDERSTANDS THAT VENDORS, PERSONS, OR BUSINESSES PARTICIPATING IN THE EVENT OR PROVIDING PAID SERVICES TO THE ORGANIZER OF THE EVENT MAY BE REQUIRED TO PURCHASE A CITY OF MYRTLE BEACH BUSINESS LICENSE. IT IS THE APPLICANT’S RESPONSIBILITY TO ENSURE THAT EACH PERSON OR BUSINESS IS IN COMPLIANCE WITH THE BUSINESS LICENSE ORDINANCE. ANY QUESTIONS REGARDING THIS REQUIREMENT SHOULD BE DIRECTED TO THE CITY BUSINESS LICENSE OFFICE AT 843-918-1200.

APPLICANT SIGNATURE ___________________ DATE ___________________

ALCOHOLIC BEVERAGES REQUESTED: YES _____ NO _____
APPROVED: _____ DISAPPROVED: _____ CONDITIONS: _________________________

REASON FOR DISAPPROVAL:
____________________________________________________________________

PARKS, RECREATION, & SPORTS TOURISM DIRECTORS SIGNATURE _________________________________________________

APPROVED: _____ DISAPPROVED: _____ CONDITIONS: _________________________________________________

REASON FOR DISAPPROVAL:
____________________________________________________________________

PARKS, RECREATION, & SPORTS TOURISM STAFF SIGNATURE _________________________________________________

APPROVED: _____ DISAPPROVED: _____ CONDITIONS: _________________________________________________

REASON FOR DISAPPROVAL:
____________________________________________________________________

POLICE DEPARTMENT OFFICER SIGNATURE _________________________________________________
MAIL OR FAX APPLICATIONS TO:
CITY OF MYRTLE BEACH
ATTN: WANDA BODINE
PO BOX 2488
MYRTLE BEACH, SC 29578
PHONE: 843-918-1191
FAX: 843-918-1137

FOR MORE INFORMATION:
TRAIN DEPOT 843-918-4906
GENERAL REED RECREATION CENTER 843-918-2380
MARY C CATNY RECREATION CENTER 843-910-1405
CITY PARKS 843-918-2330

Section 19-127 (c) (6) of the Code of Ordinances of Myrtle Beach provides: In consideration of current demands on public resources made during the month of May, no special event permit, noise variance, or facility use permit with outdoor vending, merchandise, or food or beverage sales, as otherwise permitted by law, may be issued from May 1 through midnight of May 31 of every year, if such permit or variance overlaps or coincides with an unpermitted rally that is held forth as occurring on specified days and is reasonably perceived by the council acting in its discretion as being held in furtherance of or to take advantage of an unpermitted rally, to include either five days before or five days after the time of the rally as set forth.

ADA Notice: The City of Myrtle Beach will not discriminate against qualified individuals on the basis of disability in its services, programs or activities. The city will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its programs, services and activities. For more information, contact Docshee Moore at Mary C Catny Recreation Center (843-918-1465), Sam Vitiote at Pepper Geddings Recreation Center (843-918-2280), Rob Cardella at Crabtree Memorial Gymnasium (843-918-2355), Kevin Morris at General Robert H. Reed Recreation Center (843-918-2380), Blake Goss at the Train Depot (843-918-4906), Rhonda Edge for Parks and Picnic Shelter rental (843-918-2330) or ADA Coordinator Angela Kegler (843-918-1113).
CITY OF MYRTLE BEACH
EVENT RÉSUMÉ

Please complete this form in its entirety. If a question does not apply, please write N/A.

Applicant's Name: ______________________________

Event Information:

Event Name: __________________________________
Date & Time of Event: ____________________________
Date & Time of Set-Up: __________________________ Date & Time of Breakdown: __________________________
Public or Private Event: __________________________ Expected Attendance: __________________________
Number of your staff who will be present: __________________________
Will this be catered, have bands or have any other outside vendors? (Y/N) __________
If yes, please explain: __________________________

Details of Event:

Is your group or organization registered as non-profit (Y/N)? __________________________
Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 corporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? __________ If yes, please provide the name of the organization and attach a signed statement from that organization on its letterhead affirming the sponsorship or benefit to the organization. __________________________

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? __________ If yes, please explain: __________________________

Do you plan to serve or allow guests to bring alcoholic beverages (Y/N)? __________
Do you plan to decorate (Y/N)? __________ What type of decorations? __________

Do you plan to display signage (Y/N)? __________ If yes, what and where? __________________________

Do you plan to have any structures such as tents, stages, etc. (Y/N)? __________________________
If yes, what kind, when will they be installed and who will install these structures? __________________________

Do you plan to cook on-site (Y/N)? __________ If so, how? __________________________

Please describe set up requirements: __________________________
Do you plan to have entertainment (Y/N)? _____ If yes, what kind and who? _______

Are you requesting closing of streets (Y/N)? ________ Which ones? ________

What is your plan for parking? ____________________________________________

What is your plan for clean up? __________________________________________

Do you plan to use the electricity provided in the facility/park (Y/N)? __________

(If yes, please fill out the electrical attachment.)

Do you plan to hire off-duty police or private security (Y/N)? ______ If yes, who and how many? ____________________________

Has security been approved by Myrtle Beach Police Department? ______________

What is your plan in case of medical/police emergency? _______________

Please explain all activities you plan to do at the facility: __________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What area of the park/facility do you plan to use? __________________________
Site Plan: (If it's a birthday party or family reunion, site plan is not required.)

Applicant Signature: ___________________________ Date: ______________
**EVENT RÉSUMÉ ADDENDUM**

**ELECTRICAL NEEDS**

What equipment do you plan to use that needs electricity? (If possible, give wattage and voltage for each.)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Watts</th>
<th>Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Not all parks have electric circuits available. Please ask when filling out the application if the park you want to rent has electricity available.

- Equipment such as coffee makers, popcorn poppers, cotton candy machines and other cooking equipment or motor driven equipment may need to be on a circuit by itself. Please contact staff prior to your event to see if all of your equipment listed can be accommodated by the available electricity.

- If any of your equipment needs 240 volts, please check with staff to see if it is available.

- If 240 volt service is available, a licensed electrician must make any electrical “taps” required to make that equipment work.

- If a band is performing at your event and requires more than the 120 volt convenience outlets provided, please contact staff prior to tapping into the panel box. As listed above, a licensed electrician must make that tap.
Issue Date_________________  First Draft Due Back 15 Days from Issue Date  Due Date_________________

Final Draft due back 15 days prior to event  Due Date_________________

if there are not any changes from the 1st draft then submit a statement as a final draft.

EVENT DATE(S) __________________________________________

EVENT NAME ___________________________________________

TYPE OF EVENT _________________________________________

LOCATION OF EVENT _____________________________________

CONTACT PERSON ________________________________________

EMAIL ADDRESS ________________________________________

PHONE _________________________

PHONE _________________________

A Complete Event/Vendor Listing Consists of:

1. Complete name of person and/or business that will be a vendor or a service provider at the event. If this is
   not applicable then please indicate with a N/A in the appropriate section.

2. Complete mailing address of vendor or service provider and phone number.

3. Vendor or service provider’s contract amount for the event.

All information must be completed in full when you return the Event/Vendor Listing to the Business License
Department.

If you have any person or business that is not being compensated for their services please list them in the provided
space below.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Please Sign and date this Event/Vendor Listing and return it to the City of Myrtle Beach Business License Office.

__________________________________________  ________________
Signature                                      Date

BUSINESS LICENSE DIVISION
<table>
<thead>
<tr>
<th></th>
<th>Company Name</th>
<th>Business License Number</th>
<th>Contact Name</th>
<th>Hospitality Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Planner</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Telephone</td>
<td>Contract Value $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Rental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Caterer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D.J.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHOTOGRAFER</td>
<td></td>
<td>VIDEOGRAPHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>$</td>
<td>MAILING ADDRESS</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td>EMAIL ADDRESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLORIST</th>
<th></th>
<th>CAKE/BAKER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>$</td>
<td>MAILING ADDRESS</td>
<td>$</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECORATOR</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>$</td>
<td>MAILING ADDRESS</td>
<td>$</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>COMPANY NAME</td>
<td>BUSINESS LICENSE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Describe Business)

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BUSINESS LICENSE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

(Describe Business)

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BUSINESS LICENSE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

(Describe Business)

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BUSINESS LICENSE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>HOSPITALITY NUMBER</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>CONTRACT VALUE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>
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 wages and withholding information to the employee and the Social Security Administration. The Social Security Administration shares the information with the Internal Revenue Service.

Employees 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.
Welcome to the City of Myrtle Beach! This form must be completed and will be used to establish a Hospitality Fee account with the City of Myrtle Beach Finance Department. This form is for businesses that are required to collect hospitality fees, which would include food and beverage vendors, and businesses that charge admissions.

Events that charge an admission fee for attendance are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Admissions Tax. An admission ticket is subject to a total of 7.5% in Admission Tax and Hospitality Fees. The 7.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 5% SC Admissions Tax. You are responsible to collect the Admission Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Events that have prepared foods and beverages are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Sales Tax. Prepared foods and beverages are subject to a total of 10.5% in Sales Tax and Hospitality Fees. The 10.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 8% SC Sales Tax. You are responsible to collect the Sales Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Note: South Carolina may provide an exemption from some taxes for certain events. To obtain information on this exemption, you must contact the SC Department of Revenue at (803) 898-5471. If your event is exempt from SC taxes, your event may also be exempt from Myrtle Beach Hospitality Fees. You must provide proof of your South Carolina exemption. If you have any questions, please call the Finance Department at (843) 918-1200.

You are required to remit a $200 filing fee with this completed application. The filing fee must be paid by cash, cashier’s check or money order, credit cards are not accepted. Upon receipt of this application and filing fee, Myrtle Beach will provide you with your Hospitality Fee reporting form. It is your responsibility to obtain reporting forms from the SC Dept. of Revenue (803) 898-5471 and the Horry County Treasurers Office (843) 918-5620. At the end of your event, you are required to file your Myrtle Beach Hospitality Fee report. You should deduct the $200 filing fee paid and remit any balance remaining. If the filing fee exceeds your Myrtle Beach Hospitality Fee collections, you may be entitled to a refund provided you have properly filed your report to the City of Myrtle Beach. At the end of the event, you should also file the appropriate reporting forms with the SC Department of Revenue and the Horry County Treasurers Office.

Business Name: ____________________________________________

Corporate Name: ____________________________________________

Owner First Name: __________________________ Last Name: __________________________

Federal ID: __________________________ Event Dates: __________ to __________

Name of Event: __________________________

Mailing Address: (Attn) __________________________

(Street) __________________________

(City, State, Zip) __________________________

Contact Name: (First) __________________________ (Last) __________________________

(Attn) __________________________

(Street) __________________________

(City, State, Zip) __________________________

Phone: (with area code) __________________________ Fax: (with area code) __________________________

E-mail Address: __________________________

Do you have a Hospitality Fee account with the City? __________________________

If yes, account #: __________________________

Will you be returning to the City for a second event this year? __________________________

Are you exempt from South Carolina Admissions Tax? __________________________

If yes, attach a copy of your exemption certificate with this completed form.