MYRTLE BEACH TRAIN DEPOT RENTAL RULES AND REGULATIONS

- Customers must complete the Facility Use Application below and provide a deposit.
- Your rental includes one free hour prior to and after your scheduled rental times for set-up and clean-up. Customers will be charged for any additional time.
- The facility must be returned to the exact condition in which you found it unless directed otherwise.
- Customers have access to all tables and chairs. The closet must be left in the same condition in which it was found.
- The banquet section has three fire exits, two to the right and one in the back. These exits cannot be blocked, and the interior sliding doors must be open at all times during your function.
- The front doors (lobby area) must be kept closed during your function. The facility can get very hot or cold, depending on the season, if these doors are left open.
- A minimum janitorial fee of $100 will be charged for any rental event attended by 50 or more people. If your rental event has less than 50 attendees, you may elect to clean the facility yourself. Customers that clean after their function are responsible for sweeping floors and cleaning bathrooms. Mopping the floors is required only if there are spills. Trash bags, mop, bucket, brooms and dustpans are in the janitor’s closet. Extra paper towels and toilet tissue are kept in the cabinets next to the janitor’s closet.
- Customers are responsible for proper disposal of garbage accumulated during their function. Trash cans are outside behind the deck. If the cans are full, leave the excess bags on the depot’s back deck.
- Parking is allowed in the front parking lot as well as in the rear of the building. Do not park in the private lot belonging to the music shop next door. Do not park in the sand on the sides of the buildings, as your vehicle will get stuck.
- Customers may back vehicles up to the deck ramp to unload. Park at the bottom of the ramp, but do not drive on the wood.
- Customers are responsible for any damages to the facility. These damages must be reported prior to the end of your function.
- Customers are not allowed to staples, duct tape, nails, tacks or anything that will cause harm to or put holes in the woodwork, brick or foundation.
- Cooking is not allowed inside the facility, but is allowed outside. Warming devices for your food are allowed inside.
• Electrical outlets are located on the floor around the edge of the banquet hall area. If you need quantities of water, there is a water hose in the janitor’s closet and spigots are located on the outside of the building.
• No glitter, confetti or other loose type decorations are allowed inside of facility.
• No sparklers or other fireworks are allowed on the property. Fireworks are illegal within the city limits of Myrtle Beach.
• All candles must have globes. **NO EXCEPTIONS!**
• All alcohol must be served in plastic cups. **NO EXCEPTIONS!**
• Should you have questions during your function, please call Troy Marron at 843-2516849.

I understand these rules and regulations and agree to abide by them.

____________________________________  ________  _____________________  _________
Applicant Signature     Date     Center Staff Signature    Date

**MYRTLE BEACH TRAIN DEPOT FREQUENTLY ASKED QUESTIONS**

**I have never been to the Depot. Can I get in to see it?**

Yes, but you need to make an appointment between 8:00 a.m. and 5:00 p.m., Monday through Friday, as the Depot is not open on a daily basis. Please allow at least 24 hours’ notice for appointments. Do not “drop in” on someone else’s event.

**What does it cost to rent the Depot?**

Please refer to the Rental Fee Schedule. Rates are set by city ordinance and are not negotiable.

**Will city staff help me set-up and tear down for my event?**

City staff will make sure the building is clean and operational, that you know where everything is, and answer any questions you might have. This generally takes about an hour. Rental rates do not include city staff labor to help you move in or set-up for your event. For events needing more than 4 tables and 40 chairs, there is a **MANDATORY $25 set up fee.**
When can I get in to set-up for my event?

We will open the Depot up to one hour before the scheduled start of your event at no charge for set-up and guest arrival. You may get in as early as you want to set-up, but you must pay for those additional hours. Unless special permission is granted, you may not drop things off the day before.

Can I have alcoholic beverages at my event?

Generally speaking, yes, provided you are not charging for them and city staff approves your plan to use alcoholic beverages. To sell alcoholic beverages, you must have all necessary permits as required by the State of South Carolina.

Are there tables and chairs for me to use?

The Depot has 12 eight-foot tables and 120 folding chairs that you may use for your event. We recommend that you provide tablecloths, as the tables are plain banquet tables. There is a $25.00 fee for city staff to set up tables and chairs.

Does my rental fee include clean up?

No. Janitorial fees are not included in the rental fee. If your rental expects 50 + attendees, a janitorial fee of $100.00 is mandatory, If your rental has less than 50 attendees, you may elect to clean the facility free of charge.

What kind of decorating can I do?

Pretty much anything you want, as long as we approve your plans. However, do not use staples, nails, screws, duct tape or any fastener that will deface the woodwork or brick. Fishing line works well when hanging items from the rafters. Please do not use confetti or glitter as the HVAC ducts are on the floor, and it falls into them.

What about the big doors in the warehouse?

The two doors on the right side of the building and the rear door are fire exits. They must be unlocked and the sliding portion of the door open during your event. The swinging doors do not have to be open, but cannot be blocked. Please remember this when setting up. The two doors on the left of the building are mainly for looks, but may be used for ventilation, since the top half opens.

Can I smoke in the building?

No, the Myrtle Beach Train Depot is smoke free. Smoking outside also is prohibited.
What kind of electricity is available?

There are two 20 amp circuits which provide eight electrical outlets, four on each side, in the floor of the warehouse. The outside has one outlet on the rear deck.

What kind of kitchen facilities does the Train Depot have?

Adjacent to the Train Depot is a catering kitchen in the train caboose, which is available for rent for an additional fee.

What about parking?

The Depot has 40 spaces in the front parking lot. You can also park about 30 cars at the rear of the building. There are two public parking lots across Broadway Street. Please do not park in the music store parking lot next door.

Vehicle access for unloading.

Use the ramp at the rear of the building for unloading, but do not back onto the ramp itself. Do not drive your vehicle on the engraved sidewalk pavers. If you do, you will break them. If you break them, you have to pay for replacements at $50.00-$125.00 each.
MYRTLE BEACH TRAIN DEPOT RENTAL FEE SCHEDULE

Facility Rental — includes 12 eight foot tables and up to 120 chairs. If your rental exceeds the need for more than 4 tables and 40 chairs, there is a mandatory set up fee of $25.00. If your rental needs less than 4 tables and 40 chairs, you may elect to set them up yourself free of charge.

TRAIN DEPOT
City Resident- $75 per hour  Non City Resident- $125 per hour

BOXCAR
City Resident- $50 per hour  Non City Resident- $75 per hour

CABOOSE
$150 per event
(Caboose can only be rented in addition to Depot or Boxcar rental and lasts for duration of event)

Janitorial Fees

$100.00 per hour – The facility rental fee does not include the cost to clean the facility after your event. If your rental expects 50 + attendees, the janitorial fee is mandatory. If your rental has less than 50 attendees, you may elect to clean the facility free of charge.

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 submission. The following conditions must be agreed upon prior to rental:

- Walls, floors, tables and chairs are undamaged.
- All trash is placed in cans provided.
- All floors are swept.
- Facility must be returned to the same condition as before rental.

Staffing Fees and Labor Costs – Additional fees for services in connection with the use of facilities are as follows. Staffing fees charged for facility rentals during non-business hours, such as opening or closing the depot, will include overtime and/or holiday rates.

- Basic Labor during regular business hours $20.00/hour/person
- Overtime Rate during non-business hours $30.00/hour/person
- Holiday Rate (on a City Holiday if staff is available) $50.00/hour/person

City Resident rates are charged to those who live in the city or own businesses inside city limits. Be prepared to show proof of residency with a valid driver's license or other picture identification with the home street address listed. Copy of business license or tax bill can be shown for proof of business ownership.
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 OCCURANCE FOR BODILY
  INJURY AND PROPERTY DAMAGE. IN ADDITION:
  1. The City of Myrtle Beach shall be named as 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:

_______________________________________________________________________________

DIRECTOR OF PARKS, RECREATION, & SPORTS TOURISM 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 2468
MYRTLE BEACH, SC  29578
PHONE:  843-918-1191
FAX:  843-918-1137

FOR MORE INFORMATION:
TRAIN DEPOT 843-918-4906
GEN ROBERT H. REED RECREATION CENTER 843-918-2380
CRABTREE MEMORIAL GYMNASIUM 843-918-2355
MARY C. CANTY RECREATION CENTER 843-918-1465
CITY PARKS 843-918-2332

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. Canty Recreation Center (843-918-1465), Sam Vititoe 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 (843-918-2332) 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? ____________________________
____________________________________________________________________