

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
March 7, 2019**

Present: Maxine Creamer, Alexis Moore, Johnathon Moore, Cindy Pedersen, Rachel Scurry, Tevin Spruill (via telephone), Danny Creamer

Absent, Excused: Dave Capps, Frank Dickerson

City Representatives Present: Katinia Taylor and James Denny

Review of Minutes – February 7, 2019

Chairperson Danny Creamer called the meeting to order. He welcomed potential committee member Teresa Mitchell to the meeting. Rachel Scurry made a motion to approve the February minutes as written with the correction of striking out the name Karen Sanders until the committee can find out if the name is correct. Maxine Creamer seconded the motion which was unanimously approved.

New Cayce Event

Jonathan Moore the Sub-Committee Chairman for the new Cayce event thanked the subcommittee for all of their help and involvement before proposing the new event. The event layout and notes are attached to these minutes.

Mr. Moore stated that he is only giving a proposal, nothing is set in stone and more details still need to be put into the event. He informed the committee that the time of the event is proposed to be 1pm to 7pm. The time was thought to be a good time because of the time of the year and the date would be tentatively Oct. 5th 2019 which is the first Saturday in October. That particular date is USC's football bye week. Ms. Pedersen made a motion that the event be held Oct. 5th from 1pm to 7pm and Mrs. Moore seconded which was unanimously approved. Ms. Scurry informed the committee that she will not be able to attend because of a schedule conflict but still thought that date was a good date to have the event.

Mr. Moore guided the committee through the event layout using the projector. Mr. Denny informed the committee that a section on the event layout that was recommended to have closed roads for food trucks and etc. needed to stay open for through traffic. The committee understood and agreed.

Mr. Moore indicated the more vendors the better. He stated that we have sufficient power throughout the layout for the vendors. The subcommittee thought the charge for vendors that need power would be \$175 and vendors without electricity would pay \$75 but this would be further discussed. Mr. Moore recommended there be 3 or 4

food trucks for different cultures. Mr. Denny showed the committee where alcohol can be served in the park and stated that alcohol has to be served in definite boundaries. It was also discussed that someone should check ID's to make sure under aged individuals do not purchase alcohol.

Mr. Moore stated the following equipment would be needed: 20 x 20 tents, port-o-jons, one large stage for bands, a smaller stage for the DJ, bouncy houses, tables, chairs and golf carts.

Mr. Creamer suggested that we also book captain telegram because individuals will be parking across 12th Street on Walter Price and at the old Busbee school. He also stated that he would like to have a Hispanic band perform at the event because they are starting to become a large part of the community.

After looking over the different proposed event names Mrs. Creamer suggested the event be called Cayce Family Day. Mr. Moore stated that the naming of the festival should happen before the end of the meeting. Mrs. Taylor reminded the committee that the Accommodations Tax deadline is Monday, March 11th and that the committee indeed needed to have the name of the event and etc. by the end of the meeting. Mr. Creamer asked that the name the Cayce Art Festival be removed because of the Soiree and also Congaree Music Festival as well because it brings back memories of the Congaree Bluegrass Festival. Ms. Scurry made a motion to have the event called the Cayce Fall Fest. Mr. Moore seconded the motion which was unanimously approved.

Mr. Moore agreed to take charge of the event and Mr. Creamer stated he would be there to help in any way possible.

Mr. Creamer recommended the committee use companies that were used in the past to purchase the stage paying \$1500-\$1800 and that same company could provide a dance floor and a small platform for a dance floor. He also stated he would check around for sound and that Sound Productions is a company that the committee used in the past with Mr. Bruce Crouch that would cost approximately \$1800. Mr. Creamer stated he is a little concerned with where the stage is proposed to be because the sound would drown out the kid's area and the DJ. Mr. Moore stated that the DJ area will not be extremely loud because the DJ will not have a lot of equipment, maybe just one speaker. Mrs. Moore suggested that the DJ play in between bands changing sets. Mr. Creamer suggested the stage be big enough to coordinate with the bands; that their drums and etc. be set up to avoid the time it would take to set up in between acts. Ms. Pedersen stated that the Salsa Bar on Frink St. has a band perform on salsa dancing night that could possibly perform at the event.

Mr. Creamer stated the committee should have an entertainment budget. Not to include the stage but to include the sound system, the DJ and the bands.

Mr. Denny agreed to do hayrides for the children and he will make a route. Ms. Pedersen suggested to have a sign at the Soiree advertising the Cayce Fall Fest.

Mrs. Taylor informed the committee that the proposed Cayce Fall Fest should go before the City Manager for her approval and that the Accommodations Tax Committee will not meet until April and Council will look at the accommodations tax applications at the May regular council meeting.

Accommodations Tax Request

Mr. Creamer stated the committee could use the figures from Congaree Bluegrass Festival to specify how much it would cost to put on the new event. The committee discussed as a whole the breakdown of the amount of money to ask for in accommodations tax funds. These requests are listed below:

- Entertainment \$6000 (Bands and Production)
- Equipment \$6600 (Stage, Dance Floor, Tables, Tents, Golf Carts, Trolley, Bouncy Houses, Port-o-Jons)
- Advertising \$3550 (Signage 10 4 X 4, Billboard, Flyers & Posters)

Decorations and etc. would be budgeted later in planning the event. The committee discussed signage being on Frink St, 12th Street, near Krispy Kreme, Guignard Park, I-26 and one by the Airport.

Mr. Moore made a motion to request \$15,000 in Accommodations Tax for the Cayce Fall Fest and keep the request of \$10,000 for H-Tax and Mrs. Moore seconded his motion which was unanimously approved.

Other Business

Ms. Teresa Mitchell informed that committee that she is interested in joining the committee. Ms. Scurry made a motion to recommend council approve her for appointment to the committee and Mrs. Creamer seconded the motion which was unanimously approved.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Katinia Taylor



Cayce Festival Proposal

Name of event:

Everyone's Cayce Festival

Cayce Arts Festival

Congaree Music Festival

Cayce Fall Fest

(We can vote on a name at the meeting)

Time: 1 pm to 7 pm

Date: First Saturday in October (Tentatively October 5th)

Attendance: Expecting 2500 People

Events/Activities Planned:

2-4 Bands (2 Big Bands, 2 Small Bands)

1 DJ

At least 45 Vendors (\$125 Charge with electricity

\$75 charge without electricity, will need to know how much power each vendor will need)

3-4 Food Trucks

Licensing/Services Needed:

ABSCAB License

Bar Service

ID Check Person

Major Equipment Needed:

Two 20 x 20 Tents

Large Stage for 2 bands

small stage for DJ

3 Bouncy Houses for Kids

8 Port-a- potties

Volunteer Tent

20 Tables

Golf Carts for moving band equipment

Notes: