



**PROPERTY OWNER REGISTRATION FORM**  
**MEMORIAL DAY WEEKEND BIKE FESTIVAL MAY 24- 27, 2024**

Return documentation to Atlantic Beach Town Hall by :

**March 31, 2024**

**OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROPERTY INFORMATION:**

Street Address of Property: \_\_\_\_\_, Atlantic Beach, SC 29582

Circle the number of lot(s) to be available for rent during BikeFest:                      1                      2                      3

Will you be managing this property?                      YES                       NO

If you intend to have someone other than yourself manage the rental of your property, you must complete the *Property Owner Consent Letter* and have it notarized. The letter must be received by Town of Atlantic Beach **BEFORE** a license will be issued to any vendor(s) renting space on your property. Only original notarized documents will be accepted - no faxes, duplicates, or electronic copies.

Do you have electrical outlets available for use on your property?                      YES                       NO

Is water available for use on your property?                      YES                       NO

A contact list of property owners with space available to rent during BikeFest will be provided to Vendors.

Would you like for your contact information to be included in this list?                      YES                       NO

If YES, provide contact information below, if different from *Owner Information* above.

**Contact Information for Property List available to Vendors:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**Consent Letter Authorizing  
Property Space Management/Rental  
On Behalf of the Property Owner  
For 2024 Atlantic Beach Bikefest**

Date: \_\_\_\_\_

**Hand delivery:** Town of Atlantic Beach  
717 30<sup>th</sup> Ave S.  
Atlantic Beach, SC 29582

**Mail Delivery:** Town of Atlantic Beach  
PO Box 5285  
North Myrtle Beach, SC 29597

**Dear Atlantic Beach Town Manager:**

I, \_\_\_\_\_ Owner of Property Lot # \_\_\_\_\_ located at \_\_\_\_\_  
(print property owner name) (print street address)

Atlantic Beach, SC 29582, authorize the person listed below to manage the rental of my property for the 2024 Atlantic Beach Bike

Festival. I may be contacted by phone ( ) \_\_\_\_\_, or email \_\_\_\_\_.

**Authorized Agent:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Sincerely,

**Property Owner**

**Notary Required:**

Subscribed and sworn before me, a Notary Public in and for the State of South Carolina, on \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires



**SPACE RENTAL RECEIPT**  
 May 24, 2024 - May 27, 2024

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Lot(s) Number: \_\_\_\_\_

Lot Location(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VENDOR INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

		Space Size		
		10x10	10x20	20x20
<b>Vendor Type</b>	<b># of:</b>			
	<b>Retail</b>			
	<b>Food</b>			
	<b>Beer/Wine</b>			
	<b>Liquor</b>			
	<b>Parking</b>			
	<b>Exhibitor/Other</b>			

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Vendor Signature

\_\_\_\_\_  
 Date