

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: January 8, 2024

|  |   |
|--|---|
| Agenda Item: 5A  | Prepared for:<br>Mike Mahaney, City Manager |
| Agenda Section:<br>Consent: Motion to Approve                  | Date: December 12, 2023                     |
| Subject:<br>34 <sup>th</sup> Annual St. Patrick's Day Festival | Division: Administration                    |

**Background:**

The City of North Myrtle Beach Parks and Recreation Department is requesting approval for the 34<sup>th</sup> Annual St. Patrick's Day Festival on March 16, 2024. The event will be held between the hours of 11:00 AM and 4:00 PM. Set-up will begin at 4:00 AM and dismantling will begin at 4:00 PM.

Please see attached application and map.

All applicable departments have signed off on the special event either verbally or by email.

**Recommended Action:**

Approve or deny the Special Event Application

|                             |                          |                           |
|-----------------------------|--------------------------|---------------------------|
| Reviewed by Department Head | Reviewed by City Manager | Reviewed by City Attorney |
|                             |                          |                           |

Council Action:

Motion By \_\_\_\_\_ 2<sup>nd</sup> By \_\_\_\_\_ To \_\_\_\_\_



## FESTIVAL & SPECIAL EVENT DIRECTOR APPROVAL

Festival/Special Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

|                         | Approval | Denial | Method | Date  |
|-------------------------|----------|--------|--------|-------|
| City Manager/Admin:     | _____    | _____  | _____  | _____ |
| Finance:                | _____    | _____  | _____  | _____ |
| Human Resources:        | _____    | _____  | _____  | _____ |
| Information Technology: | _____    | _____  | _____  | _____ |
| Parks & Recreation:     | _____    | _____  | _____  | _____ |
| Planning & Development: | _____    | _____  | _____  | _____ |
| Public Safety:          | _____    | _____  | _____  | _____ |
| Public Works:           | _____    | _____  | _____  | _____ |

Date Sent for Director Approval: \_\_\_\_\_

Any Director Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date for City Council Approval: \_\_\_\_\_

Certificate of Liability Insurance sent to Risk Manager: \_\_\_\_\_

## Westmoreland Angela C

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**From:** noreply@civicplus.com  
**Sent:** Monday, December 11, 2023 11:56 AM  
**To:** Galbreath Allison K; Sylvester, Angel; Gibbons, Matt; Fabbri Ryan L; Westmoreland Angela C  
**Subject:** Online Form Submittal: Special Event / Festival Permit Application

### Special Event / Festival Permit Application

#### Instructions

##### Instructions

*To apply for a Special Event / Festival Permit, please complete this application and submit it, including required attachments, to the City of North Myrtle Beach Administration no later than 60 days before your event.*

#### I. Applicant & Sponsoring Organization Information

Sponsoring Organization Name City of North Myrtle Beach Parks & Recreation

Chief Officer of Organization Matt Gibbons

Applicant Name Angel Sylvester

Address 1030 Possum Trot Road

Daytime Phone Number 843-281-3759

Evening Phone Number 843-360-4014

Fax *Field not completed.*

On-Site Contact Person Angel Sylvester

Pager / Cell Phone Number *Field not completed.*

Is the city a co-sponsor? N/A

#### II. Event Information

Event Name 34th Annual St Patrick's Day Festival

Purpose of Event To draw people to NMB and celebrate Irish heritage. Also, to promote NMB as a vacation destination for years to come.

Event Date(s) 3/16/2024

|                           |  |
|---------------------------|--|
| Event Date(s)             | <i>Field not completed.</i>                  |
| Total Expected Attendance | 30,000+                                      |
| Location                  | Main Street b/w Ocean Blvd. and Cedar Avenue |
| Event Hours               | 11:00 AM - 4:00 PM                           |
| Set-Up Hours              | 4:00 AM - 9:00 AM                            |
| Dismantle Hours           | 4:00 PM - 7:00 PM                            |

List any street(s) you are requesting to be closed as a result of this event. Include street name(s), day, date and time of closing and reopening:

|                    |  |
|--------------------|--|
| Street One         | Main Street from Cedar Ave to Ocean Blvd             |
| Date / Time Closed | 3/16/2024 5:00 AM                                    |
| Date / Time Opened | 3/16/2024 6:30 PM                                    |
| Street Two         | Oak Drive from 1st Ave N to Main Street              |
| Date / Time Closed | 3/16/2024 4:00 AM                                    |
| Date / Time Opened | 3/16/2024 6:30 PM                                    |
| Street Three       | At corner of Oak rive & Pine Ave lose to Main Street |
| Date / Time Closed | 3/16/2024 5:00 AM                                    |
| Date / Time Opened | 3/16/2024 6:30 PM                                    |
| Street Four        | <i>Field not completed.</i>                          |
| Date / Time Closed | <i>Field not completed.</i>                          |
| Date / Time Opened | <i>Field not completed.</i>                          |

### III. Event Description

|   |  |
|---|--|
| Does the event involve the sale of alcoholic beverages? | Yes  |
| Please describe.  | Surrounding businesses sell alcoholic beverages to festival goers. |
| Has State Permit been applied for or received?          | N/A  |
| Will items or services be sold at the event?            | Yes  |

|  |                                |
|--|--------------------------------|
| Please describe.   | Arts, crafts and food vendors. |
| Will there be musical entertainment at your event?   | Yes                            |
| Number of Stages   | 3                              |
| Number of Bands  | 9                              |
| Type(s) of Music   | Irish/variety                  |
| Time Music Will Start & Stop   | 11:00 AM - 4:00 PM             |
| Name of Band(s)  | variety                        |
| Will there be any tents or canopies at the proposed event site?                                  | Yes                            |
| Number of Tents  | 150+                           |
| Will any tent be over 30 by 30 feet in the area?   | Yes                            |
| How many?  | 2                              |
| Will there be any fireworks associated with this event?  | No                             |
| Has City Permit been applied for or received?  | N/A                            |
| Will food be served at this event?   | Yes                            |
| Please describe.   | various food vendors           |
| Have South Carolina Department of Health and Environmental Control (DHEC) requirements been met? | Yes                            |
| Permit Number  | food vendors are sent to DHEC  |
| Will you provide portable toilets for the general public attending the event?                    | Yes                            |
| Number of Portable Toilets   | 30                             |

|  |                             |
|--|-----------------------------|
| Number of Americans with Disabilities Act (ADA) Accessible Toilets                     | 6                           |
| Will you require the use of City electricity?  | Yes                         |
| Will you require the use of City water?  | Yes                         |
| Will you require Traffic Control?  | Yes                         |
| Will you require the use of City Personnel for trash removal?                          | Yes                         |
| Please list any other services you are requesting from the City of North Myrtle Beach. | <i>Field not completed.</i> |

**IV. Fees & Proceeds**

|  |            |
|--|------------|
| Is the sponsoring organization a "tax exempt, non-profit" organization as defined by the Internal Revenue Service (IRS)?                 | No         |
| Will admission fees be charged to attend the event?  | No         |
| Will fees be charged to vendors to participate in this event?  | Yes        |
| Please provide the amount(s).  | \$10-\$300 |
| If the sponsoring organization is not a "tax exempt, non-profit" organization, will donations be made to any charitable organization(s)? | N/A        |

**V. Event Site Map**

Prior to issuance of a Festival Permit, you are required to submit a Final Event Site map to the City.

Attach a site map of the proposed event site indicating the locations of the following items: [St Pats Festival Map.pdf](#)

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**VI. Security**

Will this event require security to handle the event? No

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**VII. Page Information**

*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.*

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**VIII. Affidavit**

Advance cancellation notice required: If this event is cancelled, please call 843-280-5604 with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

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|                                |  |
|--------------------------------|--|
| Electronic Signature Agreement | I agree.   |
| Electronic Signature           | Angel Sylvester  |
| Date                           | 12/11/2023   |
| Name of Applicant              | Angel Sylvester  |
| Title                          | <i>Field not completed.</i>                              |
| Applicant Email                | <a href="mailto:lasylveser@nmb.us">lasylveser@nmb.us</a> |

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**Mailing Information**  
*The original application should be clearly printed or typed and mailed to City of North Myrtle Beach, Attention: Administration, Event/Festival Application, 1018 2nd Avenue S, North Myrtle Beach, SC 29582.*

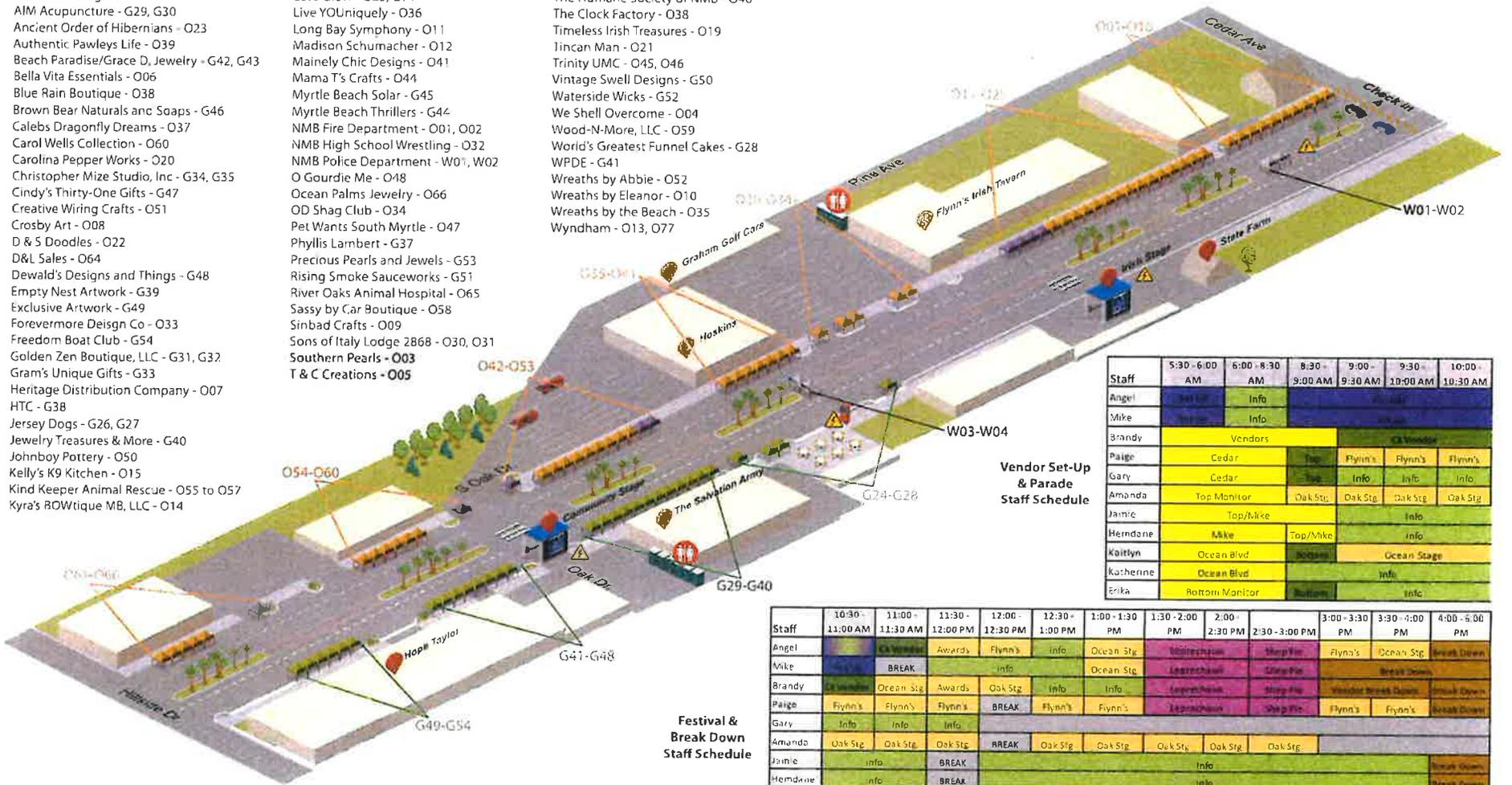
# St. Patrick's Day Festival 2023

## Vendors at Check-In A with Space Number:

- 341 Repurposed - O16 to O18
- Ace Handyman Services - G36
- Adventure Dogs - O49
- AIM Acupuncture - G29, G30
- Ancient Order of Hibernians - O23
- Authentic Pawleys Life - O39
- Beach Paradise/Grace D, Jewelry - G42, G43
- Bella Vita Essentials - O06
- Blue Rain Boutique - O38
- Brown Bear Naturals and Soaps - G46
- Calebs Dragonfly Dreams - O37
- Carol Wells Collection - O60
- Carolina Pepper Works - O20
- Christopher Mize Studio, Inc - G34, G35
- Cindy's Thirty-One Gifts - G47
- Creative Wiring Crafts - O51
- Crosby Art - O08
- D & S Doodles - O22
- D&L Sales - O64
- Dewald's Designs and Things - G48
- Empty Nest Artwork - G39
- Exclusive Artwork - G49
- Forevermore Design Co - O33
- Freedom Boat Club - G54
- Golden Zen Boutique, LLC - G31, G32
- Gram's Unique Gifts - G33
- Heritage Distribution Company - O07
- HTC - G38
- Jersey Dogs - G26, G27
- Jewelry Treasures & More - G40
- Johnboy Pottery - O50
- Kelly's K9 Kitchen - O15
- Kind Keeper Animal Rescue - O55 to O57
- Kyra's ROWtique MB, LLC - O14

- Ladies Ancient Order of Hibernians - O24
- Lemons & Dough - G24
- Let's Glow - O25, O71
- Live YOUniquely - O36
- Long Bay Symphony - O11
- Madison Schumacher - O12
- Beach Paradise/Grace D, Jewelry - G42, G43
- Bella Vita Essentials - O06
- Blue Rain Boutique - O38
- Brown Bear Naturals and Soaps - G46
- Calebs Dragonfly Dreams - O37
- Carol Wells Collection - O60
- Carolina Pepper Works - O20
- Christopher Mize Studio, Inc - G34, G35
- Cindy's Thirty-One Gifts - G47
- Creative Wiring Crafts - O51
- Crosby Art - O08
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- Exclusive Artwork - G49
- Forevermore Design Co - O33
- Freedom Boat Club - G54
- Golden Zen Boutique, LLC - G31, G32
- Gram's Unique Gifts - G33
- Heritage Distribution Company - O07
- HTC - G38
- Jersey Dogs - G26, G27
- Jewelry Treasures & More - G40
- Johnboy Pottery - O50
- Kelly's K9 Kitchen - O15
- Kind Keeper Animal Rescue - O55 to O57
- Kyra's ROWtique MB, LLC - O14
- Ladies Ancient Order of Hibernians - O24
- Lemons & Dough - G24
- Let's Glow - O25, O71
- Live YOUniquely - O36
- Long Bay Symphony - O11
- Madison Schumacher - O12
- Myrtle Beach Thrillers - G44
- NMB Fire Department - O01, O02
- NMB High School Wrestling - O32
- NMB Police Department - W01, W02
- O Gourdie Me - O48
- Ocean Palms Jewelry - O66
- OD Shag Club - O34
- Pet Wants South Myrtle - O47
- Phyllis Lambert - G37
- Precious Pearls and Jewels - G53
- Rising Smoke Sauceworks - G51
- River Oaks Animal Hospital - O65
- Sassy by Car Boutique - O58
- Sinbad Crafts - O09
- Sons of Italy Lodge 2868 - O30, O31
- Southern Pearls - O03
- T & C Creations - O05

- Tasty Creations - W03, W04 centered
- The Front Porch Southern Decor - O62, O63
- The Humane Society of NMB - O40
- The Clock Factory - O38
- Timeless Irish Treasures - O19
- Tincan Man - O21
- Trinity UMC - O45, O46
- Mainly Chic Designs - O41
- Mama T's Crafts - O44
- Myrtle Beach Solar - G45
- Waterside Wicks - G52
- We Shell Overcome - O04
- Wood-N-More, LLC - O59
- World's Greatest Funnel Cakes - G28
- WPDE - G41
- Wreaths by Abbie - O52
- Wreaths by Eleanor - O10
- Wreaths by the Beach - O35
- Wyndham - O13, O77



Vendor Set-Up & Parade Staff Schedule

| Staff     | 5:30 - 6:00    | 6:00 - 8:30 | 8:30 - 9:00 AM | 9:00 - 9:30 AM | 9:30 - 10:00 AM | 10:00 - 10:30 AM |
|-----------|----------------|-------------|----------------|----------------|-----------------|------------------|
|           | AM             | AM          |                |                |                 |                  |
| Angel     | Info           | Info        |                |                |                 |                  |
| Mike      | Info           | Info        |                |                |                 |                  |
| Brandy    | Vendors        |             |                | CA Vendor      |                 |                  |
| Paige     | Cedar          | Top         | Flynn's        | Flynn's        | Flynn's         |                  |
| Gary      | Cedar          | Top         | Info           | Info           | Info            |                  |
| Amanda    | Top Monitor    | Oak Stg.    | Oak Stg.       | Oak Stg.       | Oak Stg.        |                  |
| Jamie     | Top/Mike       |             |                | Info           |                 |                  |
| Hemdane   | Mike           | Top/Mike    |                | Info           |                 |                  |
| Kaitlyn   | Ocean Blvd     | Bottom      |                | Ocean Stage    |                 |                  |
| Katherine | Ocean Blvd     |             |                | Info           |                 |                  |
| Erika     | Bottom Monitor | Bottom      |                | Info           |                 |                  |

Festival & Break Down Staff Schedule

| Staff     | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM | 12:00 - 12:30 PM | 12:30 - 1:00 PM | 1:00 - 1:30 PM | 1:30 - 2:00 PM | 2:00 - 2:30 PM | 2:30 - 3:00 PM    | 3:00 - 3:30 PM | 3:30 - 4:00 PM | 4:00 - 5:00 PM |
|-----------|------------------|------------------|------------------|------------------|-----------------|----------------|----------------|----------------|-------------------|----------------|----------------|----------------|
|           | AM               | AM               | AM               | AM               | AM              | PM             | PM             | PM             | PM                | PM             | PM             | PM             |
| Angel     | CA Vendor        | Awards           | Flynn's          | Info             | Ocean Stg.      | Leopoldina     | Shag Pit       |                | Flynn's           | Ocean Stg.     | Break Down     |                |
| Mike      | BREAK            |                  | Info             |                  | Ocean Stg.      | Leopoldina     | Shag Pit       |                |                   | Break Down     |                |                |
| Brandy    | Ocean Stg.       | Awards           | Oak Stg.         | Info             | Info            | Leopoldina     | Shag Pit       |                | Vendor Break Down | Break Down     |                |                |
| Paige     | Flynn's          | Flynn's          | Flynn's          | BREAK            | Flynn's         | Flynn's        | Leopoldina     | Shag Pit       | Flynn's           | Flynn's        | Break Down     |                |
| Gary      | Info             | Info             | Info             |                  |                 |                |                |                |                   |                |                |                |
| Amanda    | Oak Stg.         | Oak Stg.         | Oak Stg.         | BREAK            | Oak Stg.        | Oak Stg.       | Oak Stg.       | Oak Stg.       | Oak Stg.          |                |                |                |
| Jamie     | Info             | BREAK            |                  |                  |                 |                |                | Info           |                   |                | Break Down     |                |
| Hemdane   | Info             | BREAK            |                  |                  |                 |                |                | Info           |                   |                | Break Down     |                |
| Kaitlyn   | Ocean Stage      |                  | BREAK            |                  | Ocean Stage     | Leopoldina     | Shag Pit       |                | Ocean Stage       |                | Break Down     |                |
| Katherine | Info             |                  | Ocean Stage      |                  |                 |                |                | Info           |                   | Oak Stage      |                | Info           |
| Erika     | Info             |                  |                  |                  |                 |                |                |                |                   |                |                |                |
| Tammy     |                  |                  |                  |                  |                 | Info           |                |                |                   |                |                |                |
| Nelson    |                  |                  |                  |                  |                 | Info           |                |                |                   |                |                |                |

# St. Patrick's Day Festival 2023

## Vendors at Check-In B with Space Number:

- |  |                                       |
|--|---------------------------------------|
| B&B Outdoors - R05 to R07                | Nannie's New Beginnings - W11         |
| Big Squeeze Lemonade - O75               | NMB Aquatic & Fitness Center - W05    |
| Carolina Name Rings - O83                | NMB Rescue Squad - W41, W42           |
| Carolina Quench - R01                    | NMB Survivor Challenges - O69         |
| CJ Jams - W39                            | Orrar Shriners - W19, W28 centered    |
| Craft Soup, LLC - W46                    | Party In a Pita - R15, R16            |
| Delectable Bath and Bakery - G61         | Queensland Enterprises - O87          |
| Destination NMB - W06, W07               | Ravenheart Design Shop - W08          |
| Duck Duck Goose - W20, W21               | RUFFalicious Dog Treats - O67, O68    |
| Fantasy Facepainting - O73, O74 centered | Sartana's Resin Shop, LLC - O80       |
| Fireball Pottery - O81                   | Scentsy - W17                         |
| Gideons International - W22              | Sherri's Crab Cakes - R17             |
| Gifts by Nanna - O79                     | Snack Wagon Concessions - R04         |
| Gizmo, Inc. - G62                        | Sons of Italy Lodge 2662 - W32 to W35 |
| Grand Strand Citizens for Life - W14     | Southern Grubs - R18                  |
| Harp Studio - W26                        | Sporty Crafts - W27                   |
| Heavenly Cheesecakes by Tony - W38       | Sun of a Beach Towels - O76           |
| Hot Mess Keto Mama - W12                 | Sweet Things Concession - R12 to R14  |
| Incredible Popcorn - W10, W37            | Taste and See - R02                   |
| Janine Cawthorne - W23                   | Tecdy Bear Mobile - W18, W29 centered |
| Judy's Craft Creations - W13             | T-Mobile - G57, G58                   |
| Jungle Mike's Art and Prints - O85       | TOEtally Custom - W15, W16            |
| Kute and Klassy Bows - G60               | Tropical Smoothie - W30               |
| Leafguard - O82                          | Unquely Handmade by Rana - O86        |
| Let's Glow - O25, O71                    | Well Designed Wood - W09              |
| Magnetic Jewelry by dMoose - G59         | Wreaths, Bowls, and Such - O84        |
| McRae Deslgn - O78                       | Wyndham - O13, O77                    |
| Moe's Southwest Grill - R03              |                                       |
| Monica's Yarn Creations - W25            |                                       |
| Mustard Seed Boutique - G63, G64         |                                       |

## Vendor Check-In:

- Check-In A: Intersection of Cedar Ave. and Main St.

- Check-In B: Corner of 1st Ave S. and Ocean Blvd.

Vendor Arrival/Set-Up | 6:00 am - 8:00 am

Festival Roads Closed to Vehicles | 8:30 am - 4:30 pm

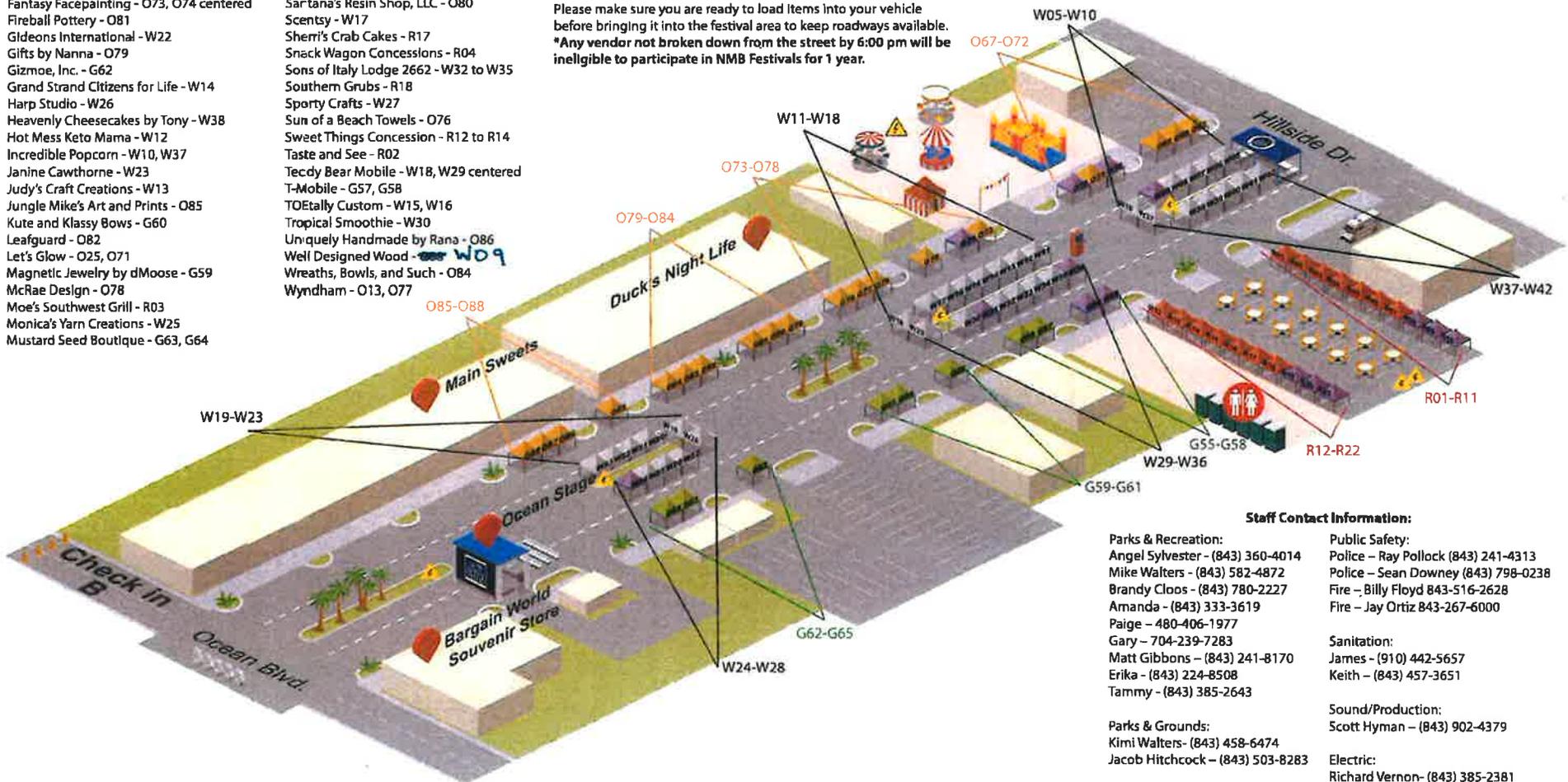
Festival | 11:00 am - 4:00 pm

Vendor Break-Down | 4:00 pm - 6:00 pm

\*Vehicle access to festival roads is determined by NMB Police.

Please make sure you are ready to load items into your vehicle before bringing it into the festival area to keep roadways available.

\*Any vendor not broken down from the street by 6:00 pm will be ineligible to participate in NMB Festivals for 1 year.



## Staff Contact Information:

**Parks & Recreation:**  
 Angel Sylvester - (843) 360-4014  
 Mike Walters - (843) 582-4872  
 Brandy Cloos - (843) 780-2227  
 Amanda - (843) 333-3619  
 Paige - 480-406-1977  
 Gary - 704-239-7283  
 Matt Gibbons - (843) 241-8170  
 Erika - (843) 224-8508  
 Tammy - (843) 385-2643

**Public Safety:**  
 Police - Ray Pollock (843) 241-4313  
 Police - Sean Downey (843) 798-0238  
 Fire - Billy Floyd 843-516-2628  
 Fire - Jay Ortiz 843-267-6000

**Sanitation:**  
 James - (910) 442-5657  
 Keith - (843) 457-3651

**Sound/Production:**  
 Scott Hyman - (843) 902-4379

**Parks & Grounds:**  
 Kimi Walters - (843) 458-6474  
 Jacob Hitchcock - (843) 503-8283

**Electric:**  
 Richard Vernon - (843) 385-2381