REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: February 19, 2024

Agenda Item: 5E	Prepared for: Matt Gibbons, Director of Parks and Recreation
Agenda Section: Consent: Motion to Approve	Date: February 2, 2024
Subject: Music on Main Concert Series 2024	Division: Administration

Background:
The North Myrtle Beach Parks and Recreation Department is sponsoring the Music on Main Concert Series which will be held at the Horseshoe every Thursday from June 1, 2024, through September 26, 2024, between the hours of 7:00 PM to 9:00 PM.

Set-up would be from 2:00 PM to 7:00 PM and dismantling would be from 9:00 PM to 11:00 PM. They are asking that the Horseshoe be closed from 2:00 PM to 11:00 PM and Main Street be closed from Fat Harold's to Ocean Boulevard from 5:00 PM to 9:30 PM.

All applicable departments have signed off on the special event 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_____ 2nd By_____ To_____

FESTIVAL & SPECIAL EVENT
DIRECTOR APPROVAL

Festival/Special Event: Music on Main 2024

Date of Event: June 1, 2024 - September 26, 2024

	Approval	Denial	Method	Date
City Manager/Admin:	Yes		Verbal	2.5.2024
Finance:	Yes		Email	2.5.2024
Human Resources:	Yes		Email	2.5.2024
Information Technology:	Yes		Email	2.5.2024
Parks & Recreation:	Yes		Email	2.5.2024
Planning & Development:	Yes		Email	2.5.2024
Public Safety:	Yes		Email	2.9.2024
Public Works:	Yes		Email	2.6.2024

Date Sent for Director Approval: February 5, 2024

Any Director Comments: _____

Date for City Council Approval: February 19, 2024

Certificate of Liability Insurance sent to Risk Manager: _____

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 NMB, SC 29582
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	843-360-4014
Is the city a co-sponsor?	Yes
What is the name of the city contact person?	Angel Sylvester

II. Event Information

Event Name	Music on Main Concert Series 2024
Purpose of Event	Community & Tourism Special Event - Thursday night concerts 6/1/24-9/26/24
Event Date(s)	6/1/2024
Event Date(s)	9/26/2024

Total Expected Attendance	1500+ per concert
Location	Horseshoe - 1 W.W. South Ocean Blvd. NMB SC 29582
Event Hours	7:00 PM - 9:00 PM
Set-Up Hours	2:00 PM - 7:00 PM
Dismantle Hours	9:00 PM - 11:00 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	Horseshoe; semi closed (w/no parking after 2 pm banner)
Date / Time Closed	6:00 AM
Date / Time Opened	11:00 PM
Street Two	Main Street; closed from Fat Harolds to Ocean Blvd
Date / Time Closed	5:00 PM
Date / Time Opened	9:30 PM
Street Three	*Field not completed.*
Date / Time Closed	*Field not completed.*
Date / Time Opened	*Field not completed.*
Street Four	*Field not completed.*
Date / Time Closed	*Field not completed.*
Date / Time Opened	*Field not completed.*

III. Event Description

Does the event involve the sale of alcoholic beverages?	No
Has State Permit been applied for or received?	N/A
Will items or services be sold at the event?	Yes

Please describe.	T-shirts
Will there be musical entertainment at your event?	Yes
Number of Stages	1
Number of Bands	1
Type(s) of Music	variety
Time Music Will Start & Stop	7:00 PM - 9:00 PM
Name of Band(s)	Varies
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	1-2
Will any tent be over 30 by 30 feet in the area?	No
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?	No
Have South Carolina Department of Health and Environmental Control (DHEC) requirements been met?	N/A
Will you provide portable toilets for the general public attending the event?	No
Will you require the use of City electricity?	Yes

Will you require the use of City water?	No
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.	*Field not completed.*

IV. Fees & Proceeds

Is the sponsoring organization a "tax exempt, non-profit" organization as defined by the Internal Revenue Service (IRS)?	N/A
Will admission fees be charged to attend the event?	No
Will fees be charged to vendors to participate in this event?	N/A
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:	Music on Main Overview_Map for Permit.pdf

VI. Security

Will this event require security to handle the event?	Yes
Security Source	City of NMB Police
Address	*Field not completed.*
On-Site Contact	*Field not completed.*
Phone Number	*Field not completed.*

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.

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.

Electronic Signature Agreement	I agree.
Electronic Signature	Angel Sylvester
Date	2/1/2024
Name of Applicant	Angel Sylvester

Title	Special Event/Program Manager
Applicant Email	lasylvester@nmb.us

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.

Anyone with questions should call Allison Galbreath at 843-280-5604.

Rev 8/31/21

Music on Main Complete Overview

= Barricades = 26 total
= Cones = 155 total

= Rt. Lane Closed Ahead = 3 total
= Lane Closed = 3 total

= Fest. Boundary ~1 on cattlegate in horseshoe near beach access
~2 on barricades in horseshoe + 2 on barricades @ Fat Harolds

= No parking between ~ & ~
= 13 spaces in closed parking cutouts