REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: February 19, 2024

Agenda Item: 5G	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: January 22, 2024
Subject: Pink Ribbon Run	Division: Administration

Background:

Coastal Race Productions is requesting approval to conduct the Pink Ribbon Run on Saturday, September 28, 2024, between the hours of 7:00 AM and 10:30 AM. Set-up would begin at 4:00 AM and dismantling would begin at 10:30 AM. The city will be a co-sponsor of the event.

Coastal Race Productions is requesting Harbor Point Drive between Village Crossing and Premier Resort Boulevard be closed on Saturday, September 28, 2024, between 4:00 AM and 11:30 AM.

Please see original application with maps attached.

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: Pink Ribbon Run

Date of Event: 9.28.2024

	Approval	Denial	Method	Date
City Manager/Admin:	Yes		Verbal	1.22.2024
Finance:	Yes		Email	1.22.2024
Human Resources:	Yes		Email	1.22.2024
Information Technology:	Yes		Email	1.22.2024
Parks & Recreation:	Yes		Email	1.24.2024
Planning & Development:	Yes		Email	1.22.2024
Public Safety:	Yes		Email	1.24.2024
Public Works:	Yes		Email	1.25.2024

Date Sent for Director Approval: 1.22.2024

Any Director Comments: _____

Date for City Council Approval: 2.19.2024

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	Coastal Race Productions
Chief Officer of Organization	JoJo Terragna
Applicant Name	JoJo Terragna
Address	620 Eastwood Park Rd 20C Sunset Beach, NC
Daytime Phone Number	9107133331
Evening Phone Number	*Field not completed.*
Fax	*Field not completed.*
On-Site Contact Person	David Hutnik
Pager / Cell Phone Number	9103637776
Is the city a co-sponsor?	Yes
What is the name of the city contact person?	Angel Sylvester

II. Event Information

Event Name	Pink Ribbon Run
Purpose of Event	Healthy fun event raising both awareness and funds for Breast Cancer. We have been able to increase our donation year after year and give to two local non-profits that help local families dealing with cancer.
Event Date(s)	9/28/2024

Event Date(s)	9/28/2024
Total Expected Attendance	1200
Location	Barefoot Resort and Golf Club Harbour Pointe Dr North Myrtle Beach, SC
Event Hours	7:00 AM - 10:30 AM
Set-Up Hours	4:00 AM - 7:00 AM
Dismantle Hours	10:30 AM - 11:30 AM

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	Harbour Point Dr between Premier Resort Blvd and Village Crossing Blvdd
Date / Time Closed	9/28/2024 4:00 AM
Date / Time Opened	9/28/2024 11:30 AM
Street Two	*Field not completed.*
Date / Time Closed	*Field not completed.*
Date / Time Opened	*Field not completed.*
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?	No
Will there be musical entertainment at your event?	Yes
Number of Stages	1
Number of Bands	*Field not completed.*
Type(s) of Music	DJ | Race Announcing
Time Music Will Start & Stop	6:45 AM - 11:00 AM
Name of Band(s)	*Field not completed.*
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	2 Pop-up Canopies
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?	Yes
Number of Portable Toilets	1 per 75 so approximately 16
Number of Americans with Disabilities Act (ADA) Accessible Toilets	1
Will you require the use of City electricity?	No
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.	12 Trash Cans/Carts

IV. Fees & Proceeds

Is the sponsoring organization a "tax exempt, non-profit" organization as defined by the Internal Revenue Service (IRS)?	Yes
Will admission fees be charged to attend the event?	Yes
Please provide the amount(s).	Anywhere from $19 - $89
Will fees be charged to vendors to participate in this event?	Yes

Please provide the amount(s).	A booth fee to participate in the expo the day before of $500
If the sponsoring organization is not a “tax exempt, non-profit” organization, will donations be made to any charitable organization(s)?	Yes
Please list the names of the organization(s) and the expected amount of donation.	Caring in our Lifetime and Coping Together

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:	PRR SET UP.png

VI. Security

Will this event require security to handle the event?	No

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	Johnna Terragna
Date	1/17/2024
Name of Applicant	Johnna (JoJo) Terragna
Title	Race Director
Applicant Email	johnna@coastalraceproductions.com

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.

CRP
SPONSORS
HARBOUR POINTE DR
START
Timer
DJ
FINISH
HARBOUR POINTE DR
POWER
THORNY OYSTER WAY
DOVESHELL DR
75°
AQI 32

Par Road
Parking
1 toilet
located on Club Course dr
near the intersection of Par Avenue
Porta
-jon
Water Stop 1

Located on Oyster Catcher
Near this address but in the little half circle
There is a sign!
5798 Oyster Catcher Dr
North Myrtle Beach, SC 29582
United States
Water Stop #2