

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 1, 2024

Agenda Item: 5A	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: March 25, 2024
Subject: Wheel to Surf Event	Division: Administration

Background:

The Coastal Adaptive Sports Project is requesting approval to conduct the Wheel to Surf on Saturday May 18, 2024.

The event will be held from 8:00 AM until 3:00 PM. Set up will begin at 6:00 AM and dismantling will take place at 3:00 PM.

Please see original application and map attached.

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

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 nd 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: _____

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 Adaptive Surf Project

Chief Officer of Organization Luke Sharp

Applicant Name Luke Sharp

Address PO Box 3786, North Myrtle Beach, SC 29582

Daytime Phone Number 8434435153

Evening Phone Number 8434435153

Fax *Field not completed.*

On-Site Contact Person Luke Sharp or Becky Johnson

Pager / Cell Phone Number 8434435153

Is the city a co-sponsor? No

II. Event Information

Event Name Wheel to Surf

Purpose of Event We are taking individuals who happen to have disabilities surfing

Event Date(s) 5/18/2024

Event Date(s) 5/18/2024

Total Expected Attendance 100

Location NW side of the Cherry Grove Pier

Event Hours 8:00 AM - 3:00 PM

Set-Up Hours 6:00 AM - 8:00 AM

Dismantle Hours 3:00 PM - 4:00 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 *Field not completed.*

Date / Time Closed *Field not completed.*

Date / Time Opened *Field not completed.*

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? No

Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	8
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?	Yes
Please describe.	Food will be donated for lunch for free.
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
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?	No

Will you require the use of City Personnel for trash removal? No

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)? Yes

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: [IMG_3612.jpg](#)

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

Luther "Luke" Sharp

Date

3/25/2024

Name of Applicant

Luke Sharp

Title

Director

Applicant Email

luke.sharp@adaptivesurfproject.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.

Ocean

1000'



Cherry
grove
pier

Event
takes
place here

Beach

