

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 1, 2024

Agenda Item: 5B	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: March 25, 2024
Subject: Anderson Estep Memorial Surfing Competition	Division: Administration

Background:

The Eastern Surfing Association (SC NE District) is requesting approval to conduct the Anderson Estep Memorial Surfing Competition Sunday, May 19, 2024.

The event will be held from 8:00 AM until 5:00 PM. Set up will begin at 6:00 AM and dismantling will take place at 5:00 PM.

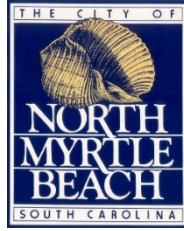
Please see original application and map attached.

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	Eastern Surfing Association (SC NE District)
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Chief Officer of Organization	Tom Chandler
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Applicant Name	Luke Sharp
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Address	314 34th Ave North North Myrtle Beach, SC
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Daytime Phone Number	8434435153
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Evening Phone Number	8434435153
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Fax	<i>Field not completed.</i>
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On-Site Contact Person	Luke Sharp
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Pager / Cell Phone Number	8434435153
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Is the city a co-sponsor?	No
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II. Event Information

Event Name	Anderson Estep Memorial Surfing Competition.
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Purpose of Event	Surfing Competition
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Event Date(s)	5/19/2024
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Event Date(s)	5/19/2024
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Total Expected Attendance	100
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Location	NW of the Cherry Grove Pier
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Event Hours	8:00 AM - 5:00 PM
Set-Up Hours	6:00 AM - 8:00 AM
Dismantle Hours	5:00 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	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Two	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Three	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
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?	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	4
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?	Yes
Will food be served at this event?	Yes
Please describe.	Lunch will be donated and served 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?

No

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

Board Member of the ESA

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

