

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: June 17, 2024

Agenda Item: 5A	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: May 28, 2024
Subject: North Myrtle Beach Fourth of July Salute to America	Division: Administration

**Background:**

The American Legion Post 186 is requesting approval for the Fourth of July Salute to America event. This event will be held on July 4, 2024, between the hours of 11:00 AM and 2:00 PM. Set-up will begin at 7:00 AM and dismantling will begin at 2:00 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: \_\_\_\_\_

# Special Event / Festival Permit Application

## Instructions

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### 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.

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## I. Applicant & Sponsoring Organization Information

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Sponsoring Organization Name American Legion Post 186

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Chief Officer of Organization Tom Myers

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Applicant Name Christopher Vandenberg

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Address 4285 Pine Drive, Little River, SC 29566

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Daytime Phone Number 843-249-6643 (Post phone)

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Evening Phone Number *Field not completed.*

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Fax *Field not completed.*

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On-Site Contact Person Christopher Vandenberg

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Pager / Cell Phone Number 843-213-9127

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Is the city a co-sponsor? Yes

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What is the name of the city contact person? Allison Galbreath

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## II. Event Information

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Event Name NMB Fourth of July Salute to America

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Purpose of Event To honor all current and former military members and the USA

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Event Date(s) 7/4/2024

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Event Date(s) 7/4/2024

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Total Expected Attendance 300

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Location NMB Horseshoe and ~ 8 miles of NMB Coastline

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Event Hours 11:00 AM - 1:30 PM

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Set-Up Hours 9:00 AM - 11:00 AM

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Dismantle Hours 1:30 PM - 2:00 PM

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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:

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Street One N/A

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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Street Two *Field not completed.*

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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Street Three *Field not completed.*

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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Street Four *Field not completed.*

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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### III. Event Description

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Does the event involve the sale of alcoholic beverages? No

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Has State Permit been applied for or received? No

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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	None - recordings and/or accapella
Type(s) of Music	National Anthem, 1 or 2 other patriotic songs
Time Music Will Start & Stop	1:00 PM - 1:15 PM
Name of Band(s)	N/A
Will there be any tents or canopies at the proposed event site?	No
Will there be any fireworks associated with this event?	No
Has City Permit been applied for or received?	No
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?	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.	We will need the Horseshoe parking lot blocked off at 9 a.m.- will need FOUR spaces directly in front of the stage blocked off for spectators, and TWO other parking spots opposite the state (North side) for volunteer vehicles. We will also need approx. 12 parking passes for transiting drivers

#### 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)?	No

V. Event Site Map

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

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

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VI. Security

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Will this event require security to handle the event? No

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VII. Page Information

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*Prior to the issuance of a Special Events Permit, proof of insurance will be required.*

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*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

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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.

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Electronic Signature Christopher N. Vandenberg

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Date 5/27/2024

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Name of Applicant Christopher N. Vandenberg

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Title Organizer

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Applicant Email [cvblackops@gmail.com](mailto:cvblackops@gmail.com)

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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.*

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

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Email not displaying correctly? [View it in your browser.](#)

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HORSESHOE →

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① TEMPORARY  
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BARRICADES

③ EXISTING  
STAGE

⑥ CITY TOILETS

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