REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: December 2, 2024

Agenda Item: 5D	Prepared for: Ryan Fabbri, Acting City Manager
Agenda Section: Consent: Motion to Approve	Date: November 19, 2024
Subject: 35th Annual St. Patrick's Day Festival	Division: Administration

Background:

The City of North Myrtle Beach Parks and Recreation Department is requesting approval for the 35th Annual St. Patrick's Day Festival on March 15, 2025. The event will be held between the hours of 11:00 AM and 4:00 PM. Set-up will begin at 5:30 AM and dismantling will begin at 4:00 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 Acting City Manager	Reviewed by City Attorney

Council Action:

Motion By_____ 2nd By_____ To_____

FESTIVAL & SPECIAL EVENT
DIRECTOR APPROVAL

Festival/Special Event: 35th Annual St. Patrick's Day Festival

Date of Event: Saturday, March 15, 2025

	Approval	Denial	Method	Date
City Manager/Admin:	Yes		Verbal	11.14.2024
Finance:	Yes		Email	11.25.2024
Human Resources:	Yes		Email	11.14.2024
Information Technology:	Yes		Email	11.14.2024
Parks & Recreation:	Yes		Email	11.14.2024
Planning & Development:	Yes		Email	11.14.2024
Public Safety:	Yes		Email	11.14.2024
Public Works:	Yes		Email	11.15.2024

Date Sent for Director Approval: 11.14.2024

Any Director Comments: _____

_____

_____

_____

Date for City Council Approval: 12.2.2024

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 and Recreation
Chief Officer of Organization	Matt Gibbons
Applicant Name	Angel Sylvester
Address	1030 Possum Trot Rd NMB
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	35th Annual St Patrick's Day Festival
Purpose of Event	To draw people to North Myrtle Beach and celebrate Irish heritage. Also to promote North Myrtle Beach as a vacation destination for years to come.
Event Date(s)	3/15/2025
Event Date(s)	*Field not completed.*
Total Expected Attendance	30,000+
Location	Main Street North Myrtle Beach b/w Ocean Blvd and Cedar Ave
Event Hours	11:00 AM - 4:00 PM
Set-Up Hours	5:30 AM - 9:00 AM
Dismantle Hours	4:00 PM - 6:00 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	Main Street from Cedar Ave to Ocean Blvd
Date / Time Closed	3/15/2025 5:30 AM
Date / Time Opened	3/15/2025 6:00 PM
Street Two	At corner of Oak Drive and Pine Ave close to Main Street
Date / Time Closed	3/15/2025 5:00 AM

Date / Time Opened	3/15/2025 6:30 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?	Yes
Please describe.	Surrounding businesses sell alcoholic beverages to festival goers.
Has State Permit been applied for or received?	N/A
Will items or services be sold at the event?	Yes
Please describe.	Arts, crafts, food, resell items and non profits vendors.
Will there be musical entertainment at your event?	Yes
Number of Stages	3

Number of Bands	9
Type(s) of Music	variety
Time Music Will Start & Stop	11:00 AM - 4:00 PM
Name of Band(s)	Variety
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	130 -/+
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.	various festival foods
Have South Carolina Department of Health and Environmental Control (DHEC) requirements been met?	Yes
Permit Number	DHEC will be notified of food vendors participating.

Will you provide portable toilets for the general public attending the event?	Yes
Number of Portable Toilets	30
Number of Americans with Disabilities Act (ADA) Accessible Toilets	8
Will you require the use of City electricity?	Yes
Will you require the use of City water?	Yes
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.	Parks and Grounds for barricades and set up.
IV. Fees & Proceeds	
Is the sponsoring organization a "tax exempt, non-profit" organization as defined by the Internal Revenue Service (IRS)?	No

Will admission fees be charged to attend the event?	No
Will fees be charged to vendors to participate in this event?	Yes
Please provide the amount(s).	$10 - $325
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:	St Pats Festival layout.pdf

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.

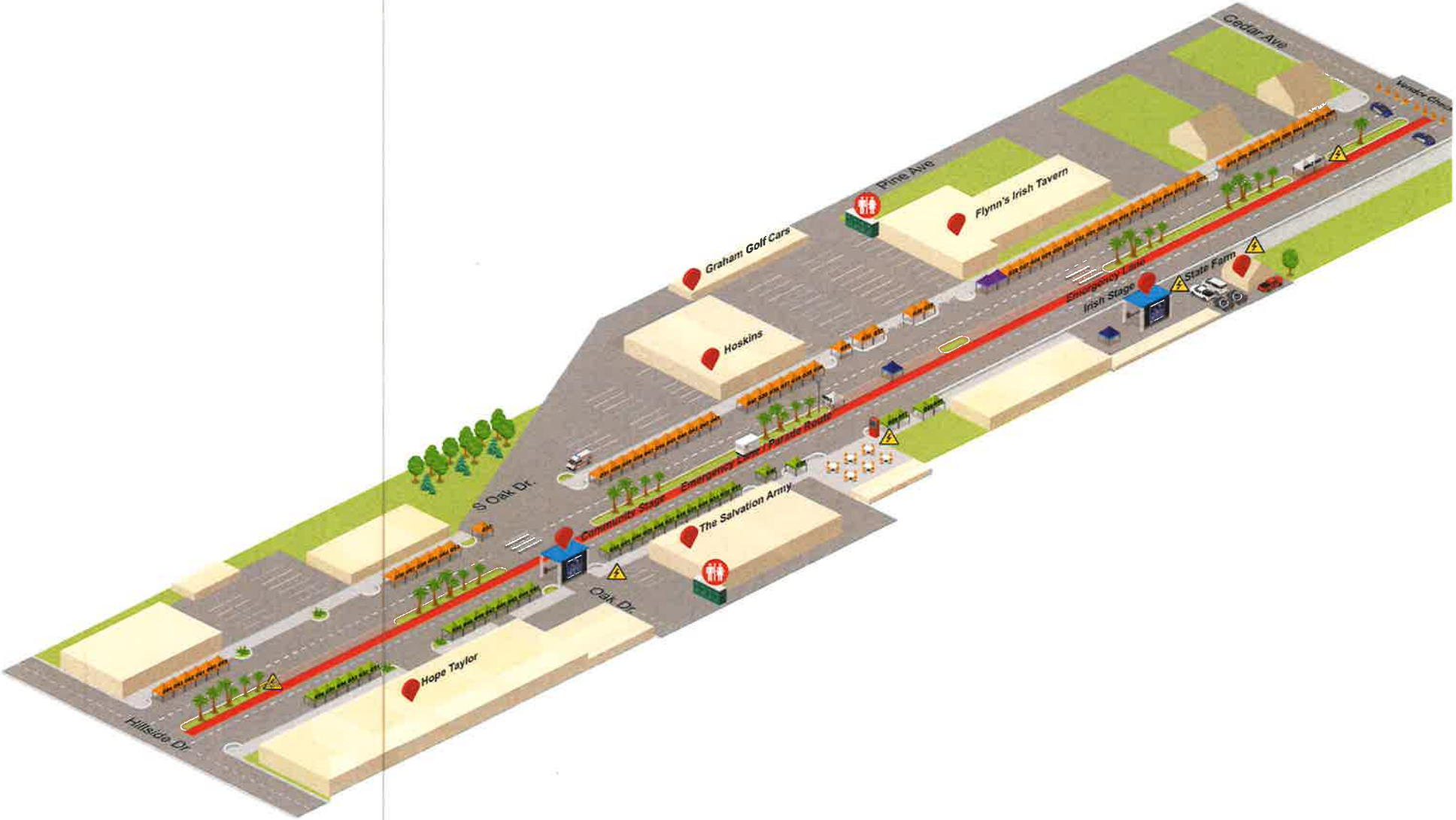
You must provide an Original Certificate of Insurance showing you have purchased commercial general liability insurance that names "the City of North Myrtle Beach, its officers, employees and agents" as an additional insured. Insurance coverage must be maintained for the duration of the event. The amount 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	Angel Sylvester
Date	11/13/2024
Name of Applicant	Angel Sylvester
Title	*Field not completed.*
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.


Cedar Ave
Pine Ave
Graham Golf Cars
Flynn's Irish Tavern
Hoskins
Emergency Lane
Irish Stage
State Farm
Emergency Route / Parade Route
S Oak Dr.
Community Stage
The Salvation Army
Oak Dr.
Hope Taylor
Hillside Dr

Hillside Dr.
Duck's Night Life
Main Sweets
Ocean Stage
Check in
B
Ocean Blvd.
Bargain World
Souvenir Store