

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: May 5, 2025

Agenda Item: 5E	Prepared for: Matt Gibbons, Director of Parks and Recreation
Agenda Section: Consent: Motion to Approve	Date: May 2, 2025
Subject: Music on Main Concert Series 2025	Division: Administration

Background:

The North Myrtle Beach Parks and Recreation Department is sponsoring the Music on Main Concert Series, which will be held at the Horseshoe every Thursday June 2025 through September 2025, between the hours of 6:30 PM to 8:30 PM.

Set-up would be from 2:00 PM to 6:30 PM, and dismantling would be from 8:30 PM to 10:30 PM. They are asking that the Horseshoe be closed from 2:00 PM to 11:00 PM, Main Street be closed from Fat Harold's to Ocean Boulevard from 5:00 PM to 9:30 PM, and Ocean Boulevard closed from 1st Avenue South to 1st Avenue North from 5:00 PM to 9:30 PM.

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 Interim City Manager	Reviewed by City Attorney
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Council Action:
Motion By _____ 2nd 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: _____

Total Expected Attendance 1500+ per concert

Location Horseshoe - 1 W.W. South Ocean Blvd. NMB SC 29582

Event Hours 6:30 PM - 8:30 PM

Set-Up Hours 2:00 PM - 6:30 PM

Dismantle Hours 8:30 PM - 10:30 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 Horseshoe (no parking after 2:00 PM)

Date / Time Closed 2:00 PM

Date / Time Opened 11:00 PM

Street Two Main Street; closed from Fat Harolds to Ocean Blvd

Date / Time Closed 5:00 PM

Date / Time Opened 9:30 PM

Street Three Ocean Blvd; 1st Ave N to 1st Ave S

Date / Time Closed 5:00 PM

Date / Time Opened 9:30 PM

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?	Yes
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	1
Type(s) of Music	Variety
Time Music Will Start & Stop	<i>Field not completed.</i>
Name of Band(s)	Varies
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	1
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? 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? 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. *Field not completed.*

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? No

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

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: [Music on Main 2025.jpg](#)

VI. Security

Will this event require security to handle the event? Yes

Security Source City of NMB Police

Address *Field not completed.*

On-Site Contact *Field not completed.*

Phone Number *Field not completed.*

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 3/21/2025

Name of Applicant Angel Sylvester

Title Special Events and Program Manager

Applicant Email 

Music on Main

Legend

- Road
- Untitled Path



Road Closure

Road Closure

Road Closure

Stage Stage