

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: August 18, 2025

Agenda Item: 5D	Prepared for Ryan Fabbri, City Manager
Agenda Section: Consent: Motion to Approve	Date: August 11, 2025
Subject: Richmond Shag Club Annual Beach Ball	Division: Administration

**Background:**

The Richmond Shag Club is requesting approval for their Annual Beach Ball on September 16, 2025. The gathering will be held between the hours of 10:00 AM and 4:00 PM. Set-up will begin at 9:00 AM, and dismantling will begin at 4:00 PM.

Please see the 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

Reviewed by Division 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

#### 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 Richmond Shag Club

Chief Officer of Organization Mary Eckert

Applicant Name Shirley Lee/Tim Sullivan

Address

[REDACTED]

Daytime Phone Number *Field not completed.*

Evening Phone Number *Field not completed.*

Fax *Field not completed.*

On-Site Contact Person Shirley Lee

Pager / Cell Phone Number

[REDACTED]

Is the city a co-sponsor? No

### II. Event Information

Event Name Richmond Shag Club's Annual Beach Ball

Purpose of Event                      During each Fall Migration, Richmond Shag Club has a party on the beach the Tuesday of SOS behind Ocean Bay Resorts. The purpose of this party is to invite people to join us on the beach for some great music being played by our club DJ and partake in refreshments while making friends and memories.

---

Event Date(s)                      September 16, 2025

---

Event Date(s)                      September 16, 2025

---

Total Expected Attendance                      75 people

---

Location                              On the beach behind Ocean Bay Resorts

---

Event Hours                         10:00 AM - 4:00 PM

---

Set-Up Hours                        9:00 AM - 10:00 AM

---

Dismantle Hours                    4:00 PM - 4:30 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                         *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? No

---

Will items or services be sold at the event? No

---

Will there be musical entertainment at your event? Yes

---

Number of Stages *Field not completed.*

---

Number of Bands *Field not completed.*

---

Type(s) of Music Beach/Shag

---

Time Music Will Start & Stop *Field not completed.*

---

Name of Band(s)	It will be a shag DJ.
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	10 - 15
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?	No
Will food be served at this event?	Yes
Please describe.	Everybody brings a snack to share with others.
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?	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 N/A

---

any charitable  
organization(s)?

---

## **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 [Site Map.jpeg](#)  
proposed event site  
indicating the locations  
of the following items:

---

## **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      Shirley E. Lee

---

Date      7/31/2025

---

Name of Applicant      Richmond Shag Club

---

Title      Social Committee Chair

---

Applicant Email      

---



Ocean Bay Club Condominiu...



Shore Bird Cart Rentals

3rd Ave S

2nd Ave S



Ocean Bay Club  
Condominiums

ham  
levard

ppertree By the Sea



Beach Yoga wi



las



Street View

