

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: January 5, 2026

Agenda Item: 5E	Prepared for: Ryan Fabbri, City Manager
Agenda Section: Consent: Motion to Approve	Date: December 29, 2025
Subject: Jeep Crawl for Special Olympics	Division: Administration

**Background:**

The City of North Myrtle Beach Police Department and the South Carolina Special Olympics are requesting approval for the Jeep Crawl on March 21, 2026. The event will be held between the hours of 5:00 PM and 8:00 PM. Set-up will begin at 4:00 PM, and dismantling will begin at 8:00 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 Application

Reviewed by Department Head	Reviewed by City Manager	Reviewed by City Attorney
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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: \_\_\_\_\_

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Date for City Council Approval: \_\_\_\_\_

Certificate of Liability Insurance sent to Risk Manager: \_\_\_\_\_

PERMIT # \_\_\_\_\_

**City of North Myrtle Beach  
Special Event/Festival Permit Application**

**Instructions:** To apply for a Festival Permit, please complete this application and submit it, along with the required attachments, to the Police Department's Community Services Division no later than sixty (60) days before your event.

**I. Applicant and Sponsoring Organization Information**

- 1) Sponsoring Organizations Name: North Myrtle Beach Police Department / SC Special Olympics
- 2) Chief Executive Officer of the Organization: Dana Crowell
- 3) Applicant's Name: Ray Pollock
- 4) Address: 1015 2nd Ave South, North Myrtle Beach SC 29582

- 5) Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_
- 6) Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- 7) On-site contact person: Ray Pollock

(NOTE: This person must be in attendance for the duration of the event and until last vendor leaves. He or she must also be immediately available to City officials.)

- 8) Is the City of North Myrtle Beach a co-sponsor? yes
- 9) Who is the City's contact person? Ray Pollock

**II. Event Information**

- 1) Event Name: Tower 1 Run Jeep Crawl for Special Olympics
- 2) Purpose of the Event: Special Olympics Fundraiser
- 3) Event Dates: 3-21-2026 Event Hours: 1700-2000
- 4) Set-up Hours: 1 4:00 PM Projected Attendance: 500

5) Dismantle Hours: 1 9:00 PM

(Note: This includes same-day clean-up of all trash and debris generated by the event)

6) List any streets you are requesting to be closed as a result of this event. Include street names, the day, date and time of the closing and the time of reopening.

Street (Specify between X and Y Street)	Date / Time Closed	Date / Time Opened
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### III. Event Description

1) Does the event involve the sale of alcoholic beverages? no If you have answered yes, please describe.

2) Has a state permit been applied for? no Has the permit been received? \_\_\_\_\_

3) Will items or services be sold at the event? no you have answered yes, please describe.

4) Will there be music at the event? no you answered yes, please provide the following information.

a. Number of stages: 0 Number of Bands: 0

b. Type of music: \_\_\_\_\_

c. Time(s) music will start and stop: \_\_\_\_\_

d. Name of band(s): \_\_\_\_\_

(Attach additional sheets if necessary)

5) Will there be any tents or canopies at the proposed event site? yes

a. If you answered yes, how many tents will there be? 1

b. Will any tent be over 30 feet by 30 feet? no

1. If you answered yes, how many 30' by 30' tents will there be? \_\_\_\_\_

6) Will there be any amusement or carnival type rides at the event? no you answered yes, please describe.

- 7) Will there be any fireworks associated with the event? no
- What is the name of the fireworks company? \_\_\_\_\_
  - What is the phone number of the company? \_\_\_\_\_
  - Has the state and city permits been applied for? \_\_\_\_\_
  - Have these permits been received? \_\_\_\_\_
- 8) Will food be served at the event? no you answered yes, please describe.
- Have the DHEC requirements been met? n/a The permit # is \_\_\_\_\_
- 9) Will portable toilets be provided by the organization (you) for the event? no
- The number of portable toilets (suggested: 1 per 250 people): \_\_\_\_\_
  - The number of ADA accessible toilets (suggested: 10% of total): \_\_\_\_\_
- 10) Will the use of City electricity be required? no
- 11) Will the use of City water be required? no
- 12) Will the use of City personnel for traffic control be required? yes
- 13) Will the use of City personnel for trash removal be required? no
- 14) Will any other City services be requested? no
- 15) Please list the requested services.



**V. Event Site Map (This attachment is required to be turned in with the application)**

1) Attach a site map of the proposed event site indicating the locations of the following items:

*(Prior to issuance of a festival permit, you will be required to submit a final event site map)*

- a. Fencing, barriers and / or barricades
- b. Gates or points of admission
- c. Scaffolding, bleachers, stages or related structures
- d. Alcohol, food and beverage vendor locations
- e. Portable and permanent toilets
- f. First aid facilities
- g. Canopies and tent locations
- h. Trash receptacles and / or dumpsters
- i. Portable generator locations
- j. Connection point to City electric and water
- k. Tables and chairs
- l. Vehicles and / or trailers
- m. Vendor parking locations
- n. Amusement or carnival type rides
- o. Other components not covered above

**VI. Security**

- 1) Will security services be required at the event? yes
- a. Who will be providing the security? NMB Police Department
  - b. What is their address? \_\_\_\_\_
  - c. What is their phone number? \_\_\_\_\_
  - d. Who will be the on-site security contact? \_\_\_\_\_
  - e. What is the phone number for the on-site contact? \_\_\_\_\_

**VII. Insurance Information**

- 1) 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. ***Prior to the issuance of a special events permit, proof of insurance will be required.***

**VIII. Affidavit**

*I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. That I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event established by the City Council and/or the City Manager or the City Manager's designee. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be insured by or on behalf of the Event by the City of North Myrtle Beach.*

Name of Applicant: Ray Pollock Title: Sergeant

  
\_\_\_\_\_  
*Signature of Applicant*

Date: 12/15/2025

**ORIGINAL APPLICATION SHOULD BE COMPLETED AND MAILED TO:**

NMB Police Department  
1015 2nd Avenue South  
North Myrtle Beach, SC 29582

Email:

**Direct all inquiries to Sgt. Raymond Pollock  
NMB Police Department**

**IX. Additional Information**

Please add any additional information below. Reference the information by section and question number.

The Tower 1 Run Fundraiser for SC Special Olympics will meet at the end of Sea Mountain Hwy and once it starts will be led by police vehicles from Sea Mountain Hwy to the point for photos and then led back to the Sea Mountain Hwy Beach Access, ending the event. The Admission fee for the event is a donation to SC special Olympics. The admission fee for the event will be 65.00 dollars.

