

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: May 17, 2021

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| Agenda Item: 5B | Prepared for: John Bullard, Director of Parks and Recreation |
| Agenda Section: Consent: Motion to Approve | Date: May 11, 2021 |
| Subject: Music on Main Concert Series 2021 | 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 from June 3, 2021 through October 14, 2021 between the hours of 7:00 PM to 9:00 PM.

Set-up would be from 2:00 PM to 7:00 PM and dismantling would begin at 9:00 PM. They are asking that the Horseshoe be closed from 2:00 PM to 11:00 PM and Main Street be closed from Fat Harold's to Ocean Boulevard from 5:00 PM to 9:30 PM.

A list of Music on Main Concert dates are in the application, as well as additional information for Public Safety and Sanitation Departments.

All applicable departments have signed off on the special event via email or verbal affirmation.

Recommended Action:

Approve the Festival & Special Event Application

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|--|--------------------------|---------------------------|
| Reviewed by Department Head | Reviewed by City Manager | Reviewed by City Attorney |
| Council Action: Motion By _____ 2 nd By _____ To _____ | | |



FESTIVAL & SPECIAL EVENT DIRECTOR APPROVAL

Festival/Special Event: _____

Date of Event: _____

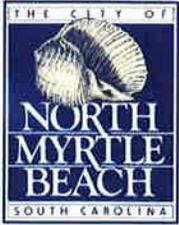
| | Approval | Denial | Method | Date |
|-------------------------|----------|--------|--------|-------|
| Finance: | _____ | _____ | _____ | _____ |
| Human Resources: | _____ | _____ | _____ | _____ |
| Information Technology: | _____ | _____ | _____ | _____ |
| Parks & Recreation: | _____ | _____ | _____ | _____ |
| Planning & Development: | _____ | _____ | _____ | _____ |
| Public Safety: | _____ | _____ | _____ | _____ |
| Public Works: | _____ | _____ | _____ | _____ |

Date Sent for Director Approval: _____

Any Director Comments: _____

Date for City Council Approval: _____

Certificate of Liability 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, including required attachments, City of North Myrtle Beach Administration no later than sixty (60) days before your event.

I. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

SPONSORING ORGANIZATION NAME:

City of North Myrtle Beach Parks and Recreation

CHIEF OFFICER OF ORGANIZATION:

John Bullard

APPLICANT NAME:

Kaitlyn Bell

ADDRESS:

1018 2nd Avenue South, North Myrtle Beach, SC 29582

DAYTIME PHONE: 843-281-3733 EVENING PHONE: 843-283-5657 FAX: 843-280-5593

ON-SITE CONTACT PERSON: Kaitlyn Bell PAGER/CELL PHONE: 843-283-5657

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

YES NO N/A



IS THE CITY A CO-SPONSOR.

WHAT IS THE NAME OF THE CITY CONTACT PERSON.

Kaitlyn Bell

II. EVENT INFORMATION

EVENT NAME:

Music on Main Concert Series

PURPOSE OF EVENT:

Community & Tourism Special Event

EVENT DATE(S):

1. Thursday, June 3rd- Jim Quick & Coastline
2. Thursday, June 10th- Ntranze
3. Thursday, June 17th- Too Much Sylvia
4. Thursday, June 24th- Blackglass
5. Thursday, July 1st- Blackwater Rhythm and Blues
6. Thursday, July 8th- Bullfrog
7. Thursday, July 15th- The Entertainers
8. Thursday, July 22nd- Chocolate Chip and Company
9. Thursday, July 29th-Band of Oz
10. Thursday, August 5th- Diversity
11. Thursday, August 12th - The ToneZ
12. Thursday, August 19th -The Holiday Band
13. Thursday, August 26th- Envision
14. Thursday, September 2nd- Jeb Mac
15. Thursday, September 9th- The Embers

YES NO N/A

- Have DHEC requirements been met? Permit number _____
- Will you provide portable toilets for the general public attending the event? If "YES", number of Portable Toilets _____ number of ADA Accessible Toilets _____
(SUGGESTED: 1 for every 250 people) (SUGGESTED: 10% of total portable toilets)
- Will you require the use of City electricity?
- Will you require the use of City water?
- Will you require Traffic Control?
- Will you require the use of City Personnel for Trash Removal?

Please list any other services you are requesting from the City of North Myrtle Beach. See attached

IV. FEES AND PROCEEDS

YES NO N/A

- Is the SPONSORING ORGANIZATION a "Tax Exempt, non-profit" organization as defined by the IRS?
- Will admission fees be charged to attend the event? If "YES", please provide amount(s) of all tickets. _____
- Will fees be charged to vendors to participate in this event? If "YES", please provide amount(s).
No vendors allowed, just sponsors that have paid to sponsor concerts
- If the SPONSORING ORGANIZATION is not a "Tax Exempt, non-profit" organization, will donations be made to any charitable organization(s)? If "YES" please list the names of the organization(s) and the expected amount of donation. _____

V. EVENT SITE MAP (Attachment)

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

- | | |
|---|---|
| 1. Fencing, Barriers and/or Barricades | 9. Trash Receptacles or Dumpsters |
| 2. Gates or points of Admission | 10. Locations(s) of Portable Generator(s) |
| 3. Scaffolding, Bleachers, Stages or Related Structures | 11. Points of Connection to City Water |
| 4. Alcohol Outlets | 12. Points of Connection to City Electric |
| 5. Food and Beverage Vendors | 13. Tables and Chairs |
| 6. Portable and Permanent Toilets | 14. Vehicles and/or Trailers |
| 7. First Aid Facilities | 15. Location of Vendor Parking |
| 8. Canopies or Tent Locations | 16. Other Components Not Covered Above |
| | 17. Amusement or Carnival Type Rides |

(Prior to issuance of a FESTIVAL PERMIT, you are required to submit a FINAL EVENT SITE map to the City.)

VI. SECURITY

YES NO N/A

Will this event require security to handle the event? If so,
Security Source: see attached
Address: _____
On-site Contact: _____ Phone No. _____

VII. INSURANCE INFORMATION

- **REQUIRED:** 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) 280-5555 with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

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 (print) Kaitlyn Bell Title Interim Event/Program Director

Kaitlyn Bell Date 05/06/2021
Signature of Applicant

ORIGINAL APPLICATION SHOULD BE CLEARLY PRINTED OR TYPED AND MAILED TO:

City of North Myrtle Beach
Attention: Administration, Event/Festival Application
1018 2nd Avenue South
North Myrtle Beach, SC 29582