

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: May 17, 2021

Agenda Item: 5C	Prepared for: John Bullard, Director of Parks and Recreation
Agenda Section: Consent: Motion to Approve	Date: May 11, 2021
Subject: 4 th of July Celebration at Cherry Grove Pier	Division: Administration

Background:

The City of North Myrtle Beach is sponsoring the annual fireworks display at Cherry Grove Pier on Sunday, July 4, 2021 between the hours of 9:30 PM to 10:00 PM. Set-up would be all day on July 3-4, 2021.

The required state permit has been obtained.

Zambelli Fireworks will need to supply the City with an updated Certificate of Liability Insurance prior to the event. There will be no waterfall/rainfall type of fireworks used on the Cherry Grove Pier as requested by the offices of Public Safety, Fire Chief, and the Fire Marshall.

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

Recommended Action:

Approve the Festival & Special Event Application

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: _____

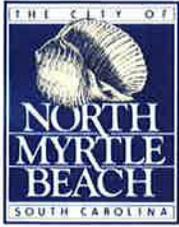
	Approval	Denial	Method	Date
Finance:	_____	_____	_____	_____
Human Resources:	_____	_____	_____	_____
Information Technology:	_____	_____	_____	_____
Parks & Recreation:	_____	_____	_____	_____
Planning & Development:	_____	_____	_____	_____
Public Safety:	_____	_____	_____	_____
Public Works:	_____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

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:

Mike Mahaney, City Manager

APPLICANT(S) NAME:

John Bullard/Matt Gibbons

ADDRESS:

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

DAYTIME PHONE: 843-281-3713/ 843-280-5574 EVENING PHONE: 843-283-3210/ 843-241-8170 FAX: 843-280-5593

ON-SITE CONTACT PERSON: John Bullard/Matt Gibbons PAGER/CELL PHONE: 843-283-3210/ 843-241-8170

(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.

John Bullard/Matt Gibbons

II. EVENT INFORMATION

EVENT NAME:

4th of July Celebration

PURPOSE OF EVENT:

Community & Tourism Special Event to celebrate 4th of July

EVENT DATE(S):

Sunday, July 4, 2021

TOTAL EXPECTED ATTENDANCE: 5,000

LOCATION: Cherry Grove Pier

EVENT HOURS: 9:30 pm – 10:00 pm

SET-UP HOURS: Saturday, July 3rd and Sunday, July 4th- all day

DISMANTLE HOURS: 10:00 PM Sunday, July 4th through 12:00 PM Monday, July 5th

(Includes same-day clean-up of all trash and debris generated by event)

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 (specify between X and Y Streets) Date/Time Closed Date/Time Opened

1. N/A
2. _____
3. _____

III. EVENT DESCRIPTION

YES NO N/A

Does the event involve the sale of alcoholic beverages? If "YES", please describe.

Has State Permit been applied for or received? (Pending)

Will items or services be sold at the event? If "YES", please describe.
Sponsors will be allowed to have a tent at concerts to promote business

Will there be musical entertainment at your event? If "YES", please provide the following info:
 Number of Stages: 1 Number of Band(s): 1-2 Type(s) of Music: Variety
 Time(s) Music will start and stop. See attached

Will there be any tents or canopies at the proposed event site? If "YES": No. of tents 1-3
 Will any tent be over 30' by 30' in the area? no (how many?) _____

Will there be any amusement or carnival type rides at your event? If "YES", please describe.

Will there be any fireworks associated with this event? If "YES", please describe.
 Name of Fireworks Company: Zambelli Fireworks Phone: 561-395-6532

Has State and City Permit applied for or received?

Will food be served at this event? If "YES", please describe. _____
 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). _____

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: Public Safety will be needed to assist with traffic
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) John Bullard & Matt Gibbons Title: Parks and Recreation Director & Sup. Of Recreation/Sports Tourism

John Bullard Matt Gibbons 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