

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: September 20, 2021

Agenda Item: 5C	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: August 24, 2021
Subject: 17 <sup>th</sup> Annual Irish Italian International Festival	Division: Administration

**Background:**

The North Myrtle Beach Parks and Recreation Department is requesting approval to conduct the 17<sup>th</sup> Annual Irish Italian International Festival on Saturday, September 25, 2022. Please see attached maps.

The event will be held from 10:00 AM until 4:00 PM. Set up will be between the hours of 6:00 AM and 10:00 AM. Dismantling will take place from 4:00 PM to 7:00 PM.

Please see original application and list for street closures attached.

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

**Recommended Action:**

Approve the Festival & 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:	_____	_____	_____	_____

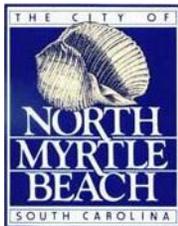
Date Sent for Director Approval: \_\_\_\_\_

Any Director Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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, 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:

NMB Parks & Recreation

CHIEF OFFICER OF ORGANIZATION:

John Bullard

APPLICANT NAME:

Angel Sylvester

ADDRESS:

1018 2<sup>nd</sup> Avenue South, North Myrtle Beach, SC 29582

DAYTIME PHONE: 843-281-3759 EVENING PHONE: 843-360-4014 FAX: 843-280-5593

ON-SITE CONTACT PERSON: Angel Sylvester PAGER/CELL PHONE: 843-360-4014

(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.  
Angel Sylvester

**II EVENT INFORMATION**

EVENT NAME:

17<sup>th</sup> Annual Irish Italian International Festival

PURPOSE OF EVENT:

Community and tourism special event

EVENT DATE(S): 09-25-2021 TOTAL EXPECTED ATTENDANCE: 15,000

LOCATION:

Main Street, between Cedar Ave. and Hillside Drive, North Myrtle Beach

EVENT HOURS: 10 AM – 4 PM

SET-UP HOURS: 6 AM – 10 AM

DISMANTLE HOURS: 4 PM – 7 PM

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



YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have DHEC requirements been met? Permit number _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you provide portable toilets for the general public attending the event? If "YES", number of Portable Toilets <u>8</u> number of ADA Accessible Toilets <u>2</u> <i>(SUGGESTED: 1 for every 250 people) (SUGGESTED: 10% of total portable toilets)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require the use of City electricity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require the use of City water?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you require Traffic Control?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

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#### IV. FEES AND PROCEEDS

YES	NO	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the SPONSORING ORGANIZATION a "Tax Exempt, non-profit" organization as defined by the IRS?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will admission fees be charged to attend the event? If "YES", please provide amount(s) of all tickets. _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide amount(s). <u>arts/crafts \$100+. Food \$275+. Non-Profits \$10+. Professional \$150+.</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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: \_\_\_\_\_

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) Angel Sylvester Title Event/Program Director  
Angel Sylvester Date 8/18/2021  
*Signature of Applicant*

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

City of North Myrtle Beach  
1018 2<sup>nd</sup> Avenue South  
North Myrtle Beach, SC 29582

Attention: Steve Thomas

Phone: (843) 280-5555

## **Additional Information:**

### *Public Safety:*

- 9/25 @ 6:00 am - Push orange barricades into place at Cedar and Hillside (do not close Main Street from Ash St. to Cedar Ave. until 9:30 am).
- 10:00 am – 4:30 pm Explorers to help with traffic control and parking.
- Bicycle & strolling officers for event and after event until Main St. opened to vehicular traffic.
- Traffic control at corner of Main St. & Ash St. and Main St. & Cedar Ave.
- 9/23 - 1 Electronic sign on Main St. b/w BiLo & Barefoot Church with message:
  - Irish/Ital Fest
  - Main St. Closed
  - 9/25

### *Fire*

- Bicycle or gator EMTs onsite during event
- Hook spigot to hydrants and flush before 9/25
  - At Grand Strand Resorts; 408 Main Street

### *Sanitation (see map for trash can locations)*

- 9/24 drop off trash cans
- 9/25 work festival from 10:30 am until all trash and debris is removed from festival and surrounding area. Sanitation should wait until the majority of vendors are off the street before leaving, clean up usually fills the trash cans again.
  - Patrol trash can fullness during the festival
  - Pick up debris on the streets during festival

### *Facilities/Maintenance*

- Check electricity in festival area the week of 9/25
- 9/25 Deliver generator (w/light tower) to corner of Main St. & Hillside Dr. (on Hope Taylor side of street), position generator in the parallel parking cut out closest to Hillside Dr., but still close enough so you can pull electricity from stage. Generator needs to be onsite & ready to go by 7:00 am. Or deliver to the Watertower and P&G staff can move to place.

### *P&G*

- Clean McLean Park restrooms 9/25 before 9:00 am for festival use.
- 43 metal barricades – delivered to Main Street between Ash St. & Cedar Ave (on the BB&T side of street). Place along sidewalk for Public Safety to put into place on 9/25, creating one lane of pedestrian traffic and one lane of vehicular traffic.
- 5 orange barricades – corner of Main St. & Ash St.
- 8 orange barricades – corner of Main St. & Cedar Ave.
- 8 orange barricades – corner of Main St. & Oak Dr. (4 on Hoskin's side & 4 on Salvation Army Side)
- 5 orange barricades – corner of Main St. & Hillside Dr.
- 2 orange barricades – Main St. entrance to Decker's parking lot
- 2 orange barricades – Grand Strand Resorts Parking Lot
- 1 orange barricade – beside Kirk Attorney entrance to Main St.
- 3 orange barricades – Flynn's/Hoskin's parking lot entrance to Main St.
- 1 orange barricade – Main St. entrance to Hope Taylor's back parking lot
- 1 orange barricade – Ocean Drive Beauty Center parking lot exit onto Main St

