

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: February 21, 2022

Agenda Item: 5B	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: February 15, 2022
Subject: 32 <sup>nd</sup> Annual St. Patrick's Day Festival	Division: Administration

**Background:**

The City of North Myrtle Beach is requesting approval for the 32<sup>nd</sup> Annual St. Patrick's Day Festival to be held on Saturday, March 12, 2022. The event would take place on Main Street between Ocean Boulevard and Cedar Avenue.

The event will be held from 11:00 AM until 4:00 PM. Set up will begin at 4:00 AM. Dismantling will take place from 4:00 PM to 7:30 PM.

Please see original application, map, and list for street closures attached.

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

**Recommended Action:**

Approve the Festival and 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:	_____	_____	_____	_____

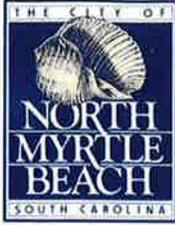
Date Sent for Director Approval: \_\_\_\_\_

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:

City of North Myrtle Beach

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: 843-306-4014 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:

32nd Annual St. Patrick's Day Festival

PURPOSE OF EVENT:

To draw people to North Myrtle Beach and celebrate Irish heritage. Also to promote North Myrtle Beach as a vacation destination for years to come.

EVENT DATE(S): 3/12/2022 TOTAL EXPECTED ATTENDANCE: 30,000+

LOCATION:

Main St. b/w Ocean Blvd. & Cedar Avenue.

EVENT HOURS: 11:00 am – 4:00 pm

SET-UP HOURS: 4:00 am – 9:00 am

DISMANTLE HOURS: 4:00 pm – 7:00 pm

(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. <u>Main St. from Cedar Ave. to Ocean Blvd.</u>	<u>5:00 am on 3/12</u>	<u>6:30 pm on 3/12</u>
2. <u>Hillside Dr. from 1<sup>st</sup> Ave. S. to 1<sup>st</sup> Ave. N.</u>	<u>5:00 am on 3/12</u>	<u>6:30 pm on 3/12</u>
3. <u>Oak Dr. from 1<sup>st</sup> Ave. N. to Main St.</u>	<u>4:00 am on 3/12</u>	<u>6:30 pm on 3/12</u>
4. <u>At corner of Oak Dr. &amp; Pine Ave. close to Main St.</u>	<u>5:00 am on 3/12</u>	<u>6:30 pm on 3/12</u>
5. <u>Main St. b/w Ash St. &amp; Cedar St.</u> <u>*used to help traffic control</u>	<u>5:00 am on 3/12</u>	<u>6:30 pm on 3/12</u>
6. <u>Public Parking Areas on Main St.</u> <u>(dirt lot beside Barber Shop &amp; paved lot directly across street)</u>	<u>8:00 am on 3/11</u>	<u>7:00 pm on 3/12</u>

### III. EVENT DESCRIPTION

YES NO N/A

- Does the event involve the sale of alcoholic beverages? If "YES", please describe.  
Surrounding businesses sell alcohol to festival goers.
- Has State Permit been applied for or received?
- Will items or services be sold at the event? If "YES", please describe.  
Arts, crafts, food, resell items, non -profits
- Will there be musical entertainment at your event? If "YES", please provide the following info:  
Number of Stages: 3 Number of Band(s): 8+/- Type(s) of Music: Irish/Variety  
Time(s) Music will start and stop. 11:00 am – 4:00 pm  
Name of Band(s): Variety  
*(Attach additional sheet if necessary).*
- Will there be any tents or canopies at the proposed event site? If "YES": No. of tents 150+/-  
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.  
Children's carnival rides
- Will there be any fireworks associated with this event? If "YES", please describe.  
Name of Fireworks Company no Phone \_\_\_\_\_
- Has State and City Permit applied for or received?
- Will food be served at this event? If "YES", please describe. \_\_\_\_\_  
Various festival foods

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>30</u> number of ADA Accessible Toilets <u>6</u>
<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

#### 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. <u>no</u>
<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>Yes - varies \$10 - 325</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Programs/Events Director

Angel Sylvester Date 01/6/2022  
*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

## Additional Information/Requests:

### Public Safety:

1. Police Explorers to help with traffic control & parking. Morning traffic control & directing individuals to festival parking areas. Assist with traffic control during vendor breakdown.
2. Close Main Street festival area to public traffic at 5:00 AM to prepare for set up.
3. Officers to patrol festival area throughout the day.

### Public Works:

1. Drop off 100 trash cans (see map for locations)
2. Employees pick up trash and loose debris during the festival beginning at 10:00 am and continue until after 5:00 pm. It is requested that sanitation not leave the festival area until all debris and trash is removed from the streets/festival area and have checked with Festival Coordinator.
3. Street Sweeper requested.

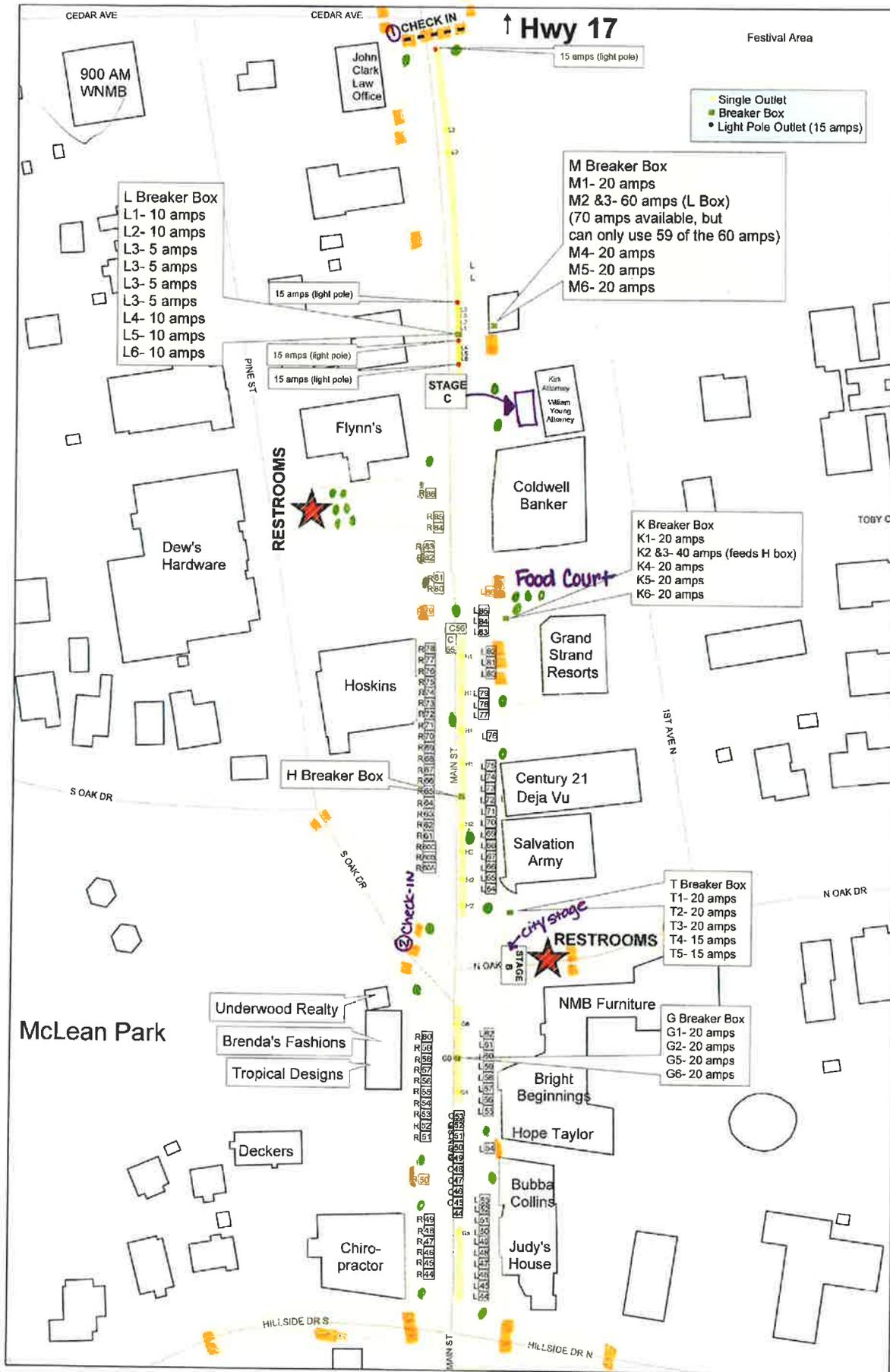
### Fire Dept.

1. By 3/8/2022 flush fire hydrants in median on Main Street (between Cedar Avenue & Ocean Blvd.) Attach Spigot at hydrant near Convenience Store & More and Grand Strand Resorts.
2. Bike/Gator EMTs at event. 9:00 AM for Parade, 11:00 AM – 4:45 PM for festival.

### Facility Maintenance:

Check all electrical outlets on Main Street from Cedar Ave. to Ocean Blvd. in festival area (including paved public parking lot beside Convenience Store & More) the week of event.

Trash Cans - ● Orange barricades - ■



HILLSIDE DR S

HILLSIDE DR N

**Legend**

-  3 way electrical panel
-  Water
-  Single Outlet

All Day Scooter and Golf Cart Rentals

Info Booth

CONVENIENCE STORE & MORE

SUMMER TYMES

A B C D E F G H

CHILDREN'S AREA

SEATING 85 FT

Food Court  
Picnic Tables

LEE LEWIS BARBER SHOP

I J K L M N O

★ Restrooms

GOLF PACKAGES

DUCKS  
COASTAL ENGRAVERS

MISS VICKIE'S ON MAIN  
EMMI LU'S

INT'L CAFE  
THE CLOTHES CENTER  
BEACH MEMORIES

FAT HAROLDS

WORLD ROCK'N

MCMILLIAN

OCEAN DRIVE BEACHWEAR

PIG OUT

★ Restrooms

GEORGIO'S PIZZA SUBS  
TRIPZILLA  
TURTLE CROSSING CUPCAKE

SUGAR SHACK

PIRATES COVE

STAGE A

DUFFY STREET SEAFOOD SHACK

DAIRY KING

DUFFY STREET SWEETS

KINGS

BARGAIN WORLD

S OCEAN BLVD

N OCEAN BLVD

130 FT

188 FT

Festival Area is designated by the following symbol and extends from Cedar Ave to Ocean Blvd.

