

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: May 2, 2022

Agenda Item: 5C	Prepared for: John Bullard, Director of Parks and Recreation
Agenda Section: Consent: Motion to Approve	Date: April 25, 2022
Subject: Music on Main Concert Series 2022	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 2, 2022 through September 29, 2022 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 verbally.

**Recommended Action:**

Approve the Special Event Application and Schedule

Reviewed by Department Head	Reviewed by City Manager	Reviewed by City Attorney
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:	_____	_____	_____	_____

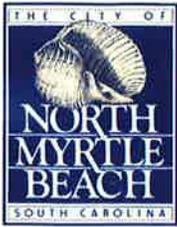
Date Sent for Director Approval: \_\_\_\_\_

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 Parks and 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: 843-360-414 FAX: \_\_\_\_\_

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:

Music on Main Concert Series

PURPOSE OF EVENT:

Community & Tourism Special Event

EVENT DATE(S):

1. Thursday, June 2 - Brickhouse (7pm - 9pm)
2. Thursday, June 9 - The Tonez (7pm - 9pm)
3. Thursday, June 16 - Main Event Band (7pm - 9pm)
4. Thursday, June 23 - Bullfrog (7pm - 9pm)
5. Thursday, June 30 - Rivermist (7pm - 9pm)
6. Thursday, July 7 - Cat5 (7pm - 9pm)
7. Thursday, July 14 - Blackglass (7pm - 9pm)
8. Thursday, July 21 - The Embers (7pm - 9pm)
9. Thursday, July 28 - Too Much Sylvia (7pm - 9pm)
10. Thursday, August 4 - Painted Man (7pm - 9pm)
11. Thursday, August 11 - Chocolate Chip & Co. (7pm - 9pm)
12. Thursday, August 18 - Jim Quick and Coastline (7pm - 9pm)
13. Thursday, August 25 - The Entertainers (7pm - 9pm)
14. Thursday, September 1 - Envision (7pm - 9pm)
15. Thursday, September 8 - Thomas Road Band (7pm - 9pm)
16. Thursday, September 15- TBD (7pm - 9pm)



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. \_\_\_\_\_

#### 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 paid sponsors of the 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: City of NMB Public Safety

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 Special Event/Program Director

Angel Sylvester Date 4/13/2022

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

Rev 8/3/24

Music on Main Complete Overview



Google Earth Imagery date: 2/4/20  
= Barricades = 26 total  
= Cones = 155 total

□ = Rt Lane Closed Ahead = 3 total  
□ = Lane Closed = 3 total

~ = East Boundary

~ on satellite in horseshoe near beach access  
~ on barricades in horseshoe + 2 on barricades @ Fat Harold's

• = No parking between - 6  
- 15 signed in closed parking areas

40 Cones going South on OB

38 Cones going North on OB

Social Control  
Barricades on Main  
Alley Cones  
Cone from Burrows  
Barricade @ Fat Harold's

See back for more