

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: June 20, 2022

Agenda Item: 5C	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: June 13, 2022
Subject: Pink Ribbon Run	Division: Administration

Background:

Coastal Race Productions is requesting approval to conduct the Pink Ribbon Run on Saturday, September 24, 2022 between the hours of 6:30 am and 10:30 am. Set-up would begin at 4:30 am and dismantling would begin at 10:30 am. The city will be a co-sponsor of the event.

Coastal Race Productions is requesting Harbor Point Drive between Village Crossing and Premier Resort Boulevard be closed on Saturday, September 24, 2022, between 4:30 am and 11:15 am.

Please see original application with map attached.

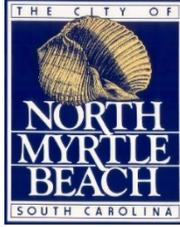
All applicable departments have signed off on the special event verbally or by email.

Recommended Action:

Approve the Special Event Application

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

Galbreath Allison K

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 5:16 PM
To: Galbreath Allison K; Fellner Micki C; Bullard, John
Subject: Online Form Submittal: Special Event / Festival Permit Application

Special Event / Festival Permit Application

Instructions

Instructions

To apply for a Special Event / Festival Permit, please complete this application and submit it, including required attachments, to the City of North Myrtle Beach Administration no later than 60 days before your event.

I. Applicant & Sponsoring Organization Information

Sponsoring Organization Name	Coastal Race Productions
Chief Officer of Organization	JoJo Terragna
Applicant Name	JoJo Terragna
Address	9138 Devaun Park Blvd, Calabash NC 28467
Daytime Phone Number	9107133331
Evening Phone Number	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
On-Site Contact Person	David Hutnik
Pager / Cell Phone Number	910-363-7776
Is the city a co-sponsor?	Yes
What is the name of the city contact person?	Angel Sylvester

II. Event Information

Event Name	Pink Ribbon Run
Purpose of Event	Raise Awareness & Funds For Local Cancer Non-Profits
Event Date(s)	9/24/2022

Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	1000
Location	Barefoot Landing Resort
Event Hours	6:30 AM - 10:30 AM
Set-Up Hours	4:30 AM - 6:30 AM
Dismantle Hours	10:30 AM - 11:15 AM

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 One	Harbor Point Dr between Village Crossing and Premier Resort Blvd
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Date / Time Closed	9/24/2022 4:30 AM
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Date / Time Opened	9/24/2022 11:15 AM
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Street Two	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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Street Three	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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Street Four	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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III. Event Description

Does the event involve the sale of alcoholic beverages?	No
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Has State Permit been applied for or received?	N/A
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Will items or services be sold at the event?	No
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Will there be musical entertainment at your event?	Yes
Number of Stages	N/A
Number of Bands	DJ/Race Announcer
Type(s) of Music	Pop
Time Music Will Start & Stop	6:45 AM - 10:30 AM
Name of Band(s)	<i>Field not completed.</i>
Will there be any tents or canopies at the proposed event site?	No
Will there be any fireworks associated with this event?	No
Has City Permit been applied for or received?	N/A
Will food be served at this event?	No
Have South Carolina Department of Health and Environmental Control (DHEC) requirements been met?	N/A
Will you provide portable toilets for the general public attending the event?	Yes
Number of Portable Toilets	10 - 15
Number of Americans with Disabilities Act (ADA) Accessible Toilets	2
Will you require the use of City electricity?	Yes
Will you require the use of City water?	No
Will you require Traffic Control?	Yes

Will you require the use of City Personnel for trash removal? Yes

Please list any other services you are requesting from the City of North Myrtle Beach. *Field not completed.*

IV. Fees & Proceeds

Is the sponsoring organization a "tax exempt, non-profit" organization as defined by the Internal Revenue Service (IRS)? Yes

Will admission fees be charged to attend the event? Yes

Please provide the amount(s). Registration fees from \$15 - \$50

Will fees be charged to vendors to participate in this event? Yes

Please provide the amount(s). 4 levels of sponsorship packages available from \$250 - \$2500.

If the sponsoring organization is not a "tax exempt, non-profit" organization, will donations be made to any charitable organization(s)? Yes

Please list the names of the organization(s) and the expected amount of donation. Coping Together and Caring in our Lifetime

V. Event Site Map

Prior to issuance of a Festival Permit, you are required to submit a Final Event Site map to the City.

Attach a site map of the proposed event site indicating the locations of the following items: BFF START FINISH.png

VI. Security

Will this event require security to handle the event? No

VII. Page Information

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 843-280-5604 with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

Electronic Signature Agreement I agree.

Electronic Signature Johnna Terragna

Date *Field not completed.*

Name of Applicant Johnna Terragna

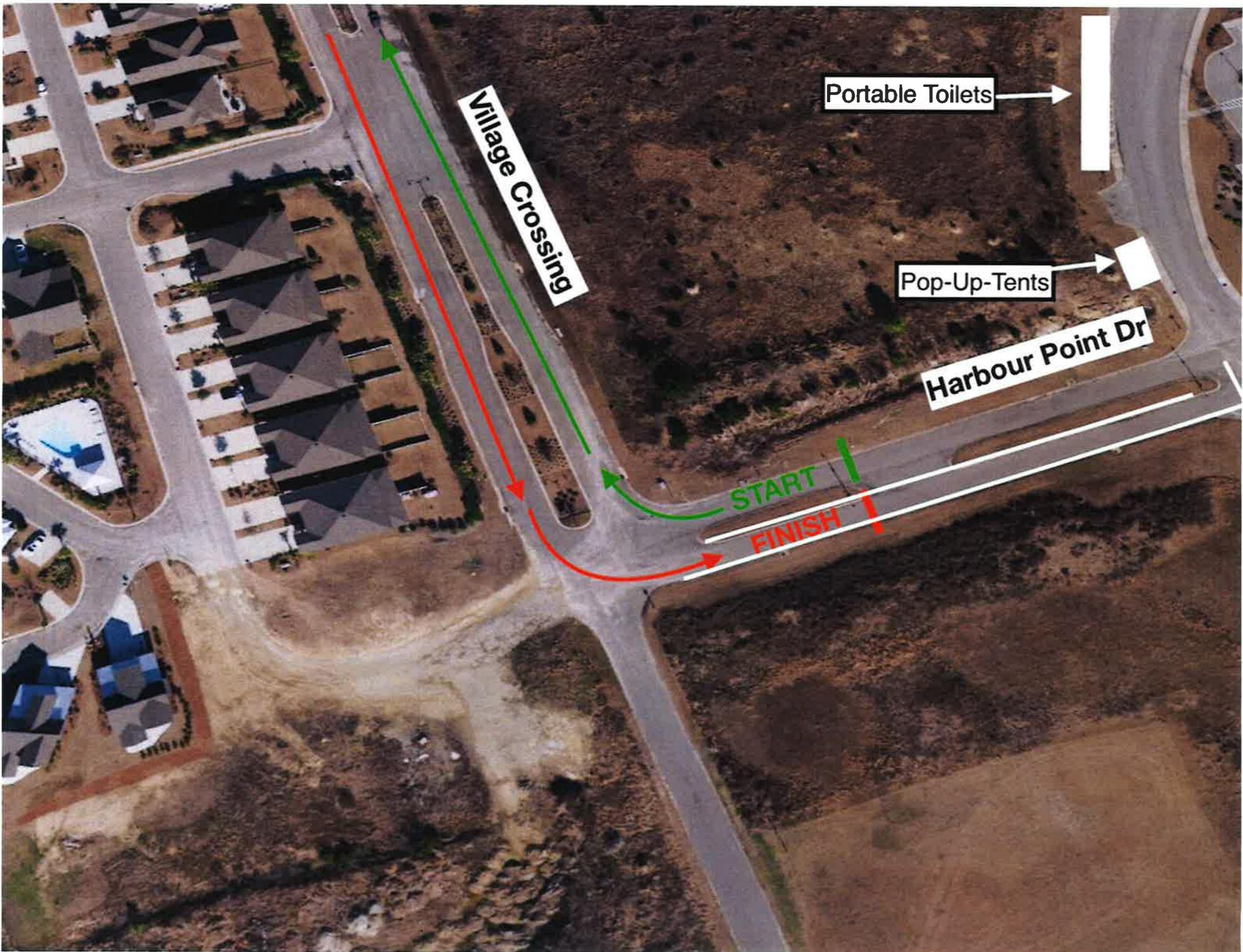
Title Race Director

Applicant Email johnna@coastalraceproductions.com

Mailing Information

The original application should be clearly printed or typed and mailed to City of North Myrtle Beach, Attention: Administration, Event/Festival Application, 1018 2nd Avenue S, North Myrtle Beach, SC 29582.

Anyone with questions should call Allison Galbreath at 843-280-5604.



Village Crossing

Portable Toilets

Pop-Up-Tents

Harbour Point Dr

START

FINISH