

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: November 7, 2022

Agenda Item: 5C	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: November 2, 2022
Subject: "Over the Edge" event	Division: Administration

**Background:**

New Directions of Horry County is requesting approval to conduct the "Over the Edge" event on Saturday and Sunday, February 24-25, 2023.

The event will be held from 8:30 AM until 5:30 PM. Set up will begin at 6:00 AM. Dismantling will begin at 5:30 PM.

Please see original application and map attached.

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

**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 \_\_\_\_\_ 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: \_\_\_\_\_

## Galbreath Allison K

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, September 14, 2022 4:31 PM  
**To:** Galbreath Allison K; Fellner Micki C; Bullard, John  
**Subject:** Online Form Submittal: Special Event / Festival Permit Application

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

### Special Event / Festival Permit Application

#### Instructions

*Amended 10.19.2022*

#### 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 New Directions of Horry County

Chief Officer of Organization Kathy Jenkins

Applicant Name Elizabeth Schlueter

Address 1005 Osceola Street, Myrtle Beach, SC 29577

Daytime Phone Number (843) 945-4902

Evening Phone Number (843) 798-0384

Fax (888) 455-6039

On-Site Contact Person Erica Guyton

Pager / Cell Phone Number (843) 251-8724

Is the city a co-sponsor? No

#### II. Event Information

Event Name Over The Edge

Purpose of Event Urban Rappelling event to raise funds for New Directions of Horry County supporting their efforts to help people experiencing homelessness, poverty, and addiction.

Event Date(s) 2/24-25/2023

Event Date(s)

Total Expected Attendance 250

Location 300 N Ocean Blvd, North Myrtle Beach, SC 29582 (Avista Resort)

Event Hours 8:30 AM - 5:30 PM

Set-Up Hours 6:00 AM - 8:00 AM

Dismantle Hours 5:30 PM - 7:30 PM

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 ~~Field not completed.~~ 1/2 Parking Lot next to Avista closed

Date / Time Closed ~~Field not completed.~~ 6:00 AM

Date / Time Opened ~~Field not completed.~~ 7:30 PM

Street Two ~~Field not completed.~~

Date / Time Closed ~~Field not completed.~~

Date / Time Opened ~~Field not completed.~~

Street Three ~~Field not completed.~~

Date / Time Closed ~~Field not completed.~~

Date / Time Opened ~~Field not completed.~~

Street Four ~~Field not completed.~~

Date / Time Closed ~~Field not completed.~~

Date / Time Opened ~~Field not completed.~~

### III. Event Description

Does the event involve the sale of alcoholic beverages? No

Has State Permit been applied for or received?	N/A
Will items or services be sold at the event?	No
Will there be musical entertainment at your event?	Yes
Number of Stages	<i>Field not completed.</i>
Number of Bands	<i>Field not completed.</i>
Type(s) of Music	DJ / Background Music
Time Music Will Start & Stop	8:45 AM - 5:00 PM
Name of Band(s)	TBD (DJ / Background Music)
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	<i>1-4 Depending on space</i>
Will any tent be over 30 by 30 feet in the area?	No
Will there be any fireworks associated with this event?	No
Has City Permit been applied for or received?	No
Will food be served at this event?	<del>Yes</del> <i>No; only coffee/hot cocoa for free</i>
Please describe.	
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?	No

Will you require the use of City electricity?	No
Will you require the use of City water?	No
Will you require Traffic Control?	No
Will you require the use of City Personnel for trash removal?	No
Please list any other services you are requesting from the City of North Myrtle Beach.	<i>Field not completed.</i>

**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?	No
Will fees be charged to vendors to participate in this event?	Yes
Please provide the amount(s).	Certain sponsor levels will have event tents / vendor tents included with their sponsorship. Amount TBD, but sponsorship level including tent will likely be \$2,500+
If the sponsoring organization is not a "tax exempt, non-profit" organization, will donations be made to any charitable organization(s)?	No

**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	<u><a href="#">OTE SITE MAP 2023.docx</a></u>
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indicating the locations of the following items:

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**VI. Security**

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Will this event require security to handle the event?                      No

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**VII. Page Information**

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*Prior to the issuance of a Special Events Permit, proof of insurance will be required.*

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*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.*

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**VIII. Affidavit**

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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.

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Electronic Signature Agreement                      I agree.

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Electronic Signature                      Kathy C Jenkins

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Date                      9/14/2022

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Name of Applicant                      Kathy Jenkins

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Title                      CEO

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Applicant Email                      [kjenkins@helpnewdirections.org](mailto:kjenkins@helpnewdirections.org)

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**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.*

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Resort  
Room - Hotels

Restrooms  
(Indoors at  
Avista  
Resort)

Family  
Fun Zone

VIP  
Seating/  
Viewing  
Area

Exclusion  
Zone