

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: March 20, 2023

Agenda Item: 5B	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: March 14, 2023
Subject: Main Street Show Time Charity Car Show	Division: Administration

**Background:**

The Myrtle Beach Car Club is requesting approval for their Main Street Show Time Charity Car Show. This event is to be held on Saturday, September 9, 2023 between the hours of 9:00 AM and 2:00 PM. Set-up will begin at 7:30 AM and dismantling will begin at 2:00 PM.

Please see attached application, map, and street closure list.

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

**Recommended Action:**

Approve the Special Event Application

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: \_\_\_\_\_

## Galbreath Allison K

---

**From:** noreply@civicplus.com  
**Sent:** Friday, March 3, 2023 8:39 AM  
**To:** Galbreath Allison K; Sylvester, Angel; Gibbons, Matt; Fabbri Ryan L  
**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	Myrtle Beach Car Club
Chief Officer of Organization	Carol Hadley
Applicant Name	Carol Hadley
Address	601 Six Lakes Dr., Myrtle Beach, SC 29588
Daytime Phone Number	413-204-6790
Evening Phone Number	413-204-6790
Fax	<i>Field not completed.</i>
On-Site Contact Person	Carol Hadley
Pager / Cell Phone Number	413-204-6790
Is the city a co-sponsor?	No

#### II. Event Information

Event Name	Main Street Show Time Charity Car Show
Purpose of Event	Raise funds for our local Charities - Veterans Welcome Home Ctr., Grand Strand Humane Society, The Shepherds Table, Fostering Hope
Event Date(s)	<del>Field not completed.</del> September 9, 2023

Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	300
Location	Main Street, North Myrtle Beach, SC
Event Hours	<i>Field not completed.</i>
Set-Up Hours	7:30 AM
Dismantle Hours	2:00 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	Hillside Dr. N & S
Date / Time Closed	7:30 AM
Date / Time Opened	<i>Field not completed.</i>
Street Two	<del>N &amp; S Ocean Blvd</del>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Three	<del>N &amp; S Ocean Blvd</del>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Four	Beach Access
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>

### III. Event Description

Does the event involve the sale of alcoholic beverages?	No
Has State Permit been applied for or received?	No
Will items or services be sold at the event?	No

Will there be musical entertainment at your event?	Yes
Number of Stages	0
Number of Bands	0
Type(s) of Music	DJ - Cecil Chandler
Time Music Will Start & Stop	10:00 AM - 2:00 PM
Name of Band(s)	DJ - Cecil Chandler
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	10
Will any tent be over 30 by 30 feet in the area?	<i>Field not completed.</i>
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?	No
Have South Carolina Department of Health and Environmental Control (DHEC) requirements been met?	No
Will you provide portable toilets for the general public attending the event?	Yes
Number of Portable Toilets	2
Number of Americans with Disabilities Act (ADA) Accessible Toilets	1
Will you require the use of City electricity?	Yes

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. *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? No

---

Will fees be charged to vendors to participate in this event? No

---

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

---

#### **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: [NMB sitemap.JPG](#)

---

#### **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	Carol Hadley
Date	3/3/2023
Name of Applicant	Carol Hadley
Title	Lead Director
Applicant Email	<a href="mailto:carolhadley@hotmail.com">carolhadley@hotmail.com</a>

---

### 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.

---

Email not displaying correctly? [View it in your browser.](#)

Main St.

Hillside Dr.

Entrance Gate

A-Jax  
Golf Cart

Registration  
Area  
with Tents  
10'x10' ea  
③

Port-a-Pottie Pay Station - Tent  
10'x10'

Tent Shepards  
Table Tent  
10'x10'

Tent Veterans  
Rec Ctr  
10'x10'

Tent GSHS  
10'x10'

Tent mow  
10'x10'

GATE

S. Ocean  
Blvd.

N. Ocean  
Blvd

GATE

Cecil DJ  
set up

