

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 3, 2023

Agenda Item: 5D	Prepared for: Matt Gibbons, Director of Parks and Recreation
Agenda Section: Consent: Motion to Approve	Date: March 27, 2023
Subject: Music on Main Concert Series 2023	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 1, 2023 through September 28, 2023 between the hours of 7:00 PM and 9:00 PM.

Setup would be from 2:00 PM to 7:00 PM and dismantling would begin at 9:00 PM. Staff is requesting the Horseshoe be closed from 2:00 PM until 11:00 PM and Main Street be closed from Fat Harold's to Ocean Boulevard from 5:00 PM to 9:30 PM to accommodate event plans.

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
Council Action: Motion By _____ 2 nd 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: Tuesday, March 21, 2023 10:42 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 City of North Myrtle Beach Parks & Recreation

Chief Officer of Organization Matt Gibbons

Applicant Name Angel Sylvester

Address 1030 Possum Trot Rd NMB, 29582

Daytime Phone Number 843-281-3759

Evening Phone Number 843-360-4014

Fax *Field not completed.*

On-Site Contact Person Angel Sylvester

Pager / Cell Phone Number 843-360-4014

Is the city a co-sponsor? Yes

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 - Thursday night concerts 6/1/23-9/28/23

Event Date(s)	6/1/2023
Event Date(s)	9/28/2023
Total Expected Attendance	1500+ per concert
Location	Horseshoe - 1 W.W. South Ocean Blvd. NMB SC 29582
Event Hours	7:00 PM - 9:00 PM
Set-Up Hours	2:00 PM - 7:00 PM
Dismantle Hours	9:00 PM - 11:00 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	Horseshoe; semi closed (w/no parking after 2 pm banner)
Date / Time Closed	6:00 AM
Date / Time Opened	11:00 PM
Street Two	Main Street; closed from Fat Harolds to Ocean Blvd
Date / Time Closed	5:00 PM
Date / Time Opened	9:30 PM
Street Three	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Four	<i>Field not completed.</i>
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?	N/A
Will items or services be sold at the event?	Yes

Please describe.	t-shirts
Will there be musical entertainment at your event?	Yes
Number of Stages	1
Number of Bands	1
Type(s) of Music	variety
Time Music Will Start & Stop	7:00 PM - 9:00 PM
Name of Band(s)	Variety
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	1-2
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?	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?	No
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)? No

Will admission fees be charged to attend the event? No

Will fees be charged to vendors to participate in this event? N/A

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 indicating the locations of the following items: [Music on Main Overview.pdf](#)

VI. Security

Will this event require security to handle the event? Yes

Security Source City of NMB Public Safety

Address *Field not completed.*

On-Site Contact *Field not completed.*

Phone Number *Field not completed.*

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 Angel Sylvester

Date 3/21/2023

Name of Applicant Angel Sylvester

Title Special Event /Program Manager

Applicant Email lasylvester@nmb.us

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.

Music on Main Complete Overview

Ran slightly

40 cones going south on OB

38 cones going North on OB



Google Earth Imagery date: 2/4/20

190 m Camera: 850 m 33.49121N 78.4024 W 7 m

- = Barricades = 26 total
- = Cones = 155 total
- = RT Lane Closed Ahead = 3 total
- = Lane Closed = 3 total
- = Fast Boundary
- ~ 7 on activities in horseshoe near beach access
- ~ 2 on barricade in horseshoe & 2 on barricades @ Fat-Hurley
- = No parking between 6-8
- = 13 signs in closed parking