

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: April 3, 2023

|   |   |
|---|---|
| Agenda Item: 5E                               | Prepared for:<br>Mike Mahaney, City Manager |
| Agenda Section:<br>Consent: Motion to Approve | Date: March 27, 2023                        |
| Subject: 2023 Junior Lifeguard Camps          | Division: Administration                    |

**Background:**

The North Myrtle Beach Ocean Rescue and North Myrtle Beach Police Department are requesting approval for 2023 Junior Lifeguard Camps. This event will be held on from June 13, 2023 to August 10, 2023 between the hours of 8:30 AM and 10:30 AM. Setup will begin at 8:00 AM and dismantling will begin at 10:30 AM.

Please see attached application and map.

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: \_\_\_\_\_

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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:** Sunday, March 19, 2023 10:27 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                 | North Myrtle Beach Ocean Rescue-North Myrtle Beach Police |
| Chief Officer of Organization                | Monty Reed  |
| Applicant Name                               | May Lauzon  |
| Address                                      | 1015 2nd Ave South  |
| Daytime Phone Number                         | 843-281-3820  |
| Evening Phone Number                         | <i>Field not completed.</i>                               |
| Fax  | <i>Field not completed.</i>                               |
| On-Site Contact Person                       | May Lauzon  |
| Pager / Cell Phone Number                    | 843-274-8663  |
| Is the city a co-sponsor?                    | Yes   |
| What is the name of the city contact person? | May Lauzon  |

**II. Event Information**

|            |                             |
|------------|-----------------------------|
| Event Name | 2023 Junior Lifeguard Camps |
|------------|-----------------------------|

|                           |   |
|---------------------------|---|
| Purpose of Event          | To provide youth ages 9-15 with a safe and fun opportunity to learn about the ocean, beach safety, and basic water rescue skills. |
| Event Date(s)             | 6/13/2023   |
| Event Date(s)             | 8/10/2023   |
| Total Expected Attendance | 120   |
| Location                  | Main St Beach   |
| Event Hours               | 8:30 AM - 10:30 AM  |
| Set-Up Hours              | 8:00 AM - 8:30 AM   |
| Dismantle Hours           | 10:30 AM - 11:00 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 *Field not completed.*

Date / Time Closed *Field not completed.*

Date / Time Opened *Field not completed.*

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? No

|  |   |
|--|---|
| Will items or services be sold at the event?   | No  |
| Will there be musical entertainment at your event?   | No  |
| Will there be any tents or canopies at the proposed event site?                                  | Yes   |
| Number of Tents  | 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?  | No  |
| Will food be served at this event?   | Yes   |
| Please describe.   | Light refreshment such as pre-sliced watermelon or purchased cupcakes may be offered on the last day of camp. |
| 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?                                    | Yes   |

Please list any other services you are requesting from the City of North Myrtle Beach.

*Field not completed.*

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#### **IV. Fees & Proceeds**

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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).

Pre-registration is required for each participant

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)?

No

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#### **V. Event Site Map**

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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:

[main st map.pub](#)

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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.   |
| Electronic Signature           | May Lauzon   |
| Date                           | 3/19/2023  |
| Name of Applicant              | May Lauzon   |
| Title                          | <i>Field not completed.</i>                          |
| Applicant Email                | <a href="mailto:melauzon@nmb.us">melauzon@nmb.us</a> |

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

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

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Permanent toilets

All Jr Guards will enter beach by Main St Access

=Multiple beach trash cans

General ~100'x100' area of activities

=Two 12'x12' tents, clearly labeled "NMB Ocean Rescue" Used for check in

=Two beach patrol vehicles with First Aid

Main St

Horseshoe

Ocean Blvd

1st Ave S

OD Pavilion Ice Cream Shop Takeout

OD Pavilion - Sunset Grill Takeout

Sands Beachwear Souvenir store

Buoys On The Boulevard Takeout

Park North Myrtle Beach

Ocean Park

200

65

100

103

107

100