

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 3, 2023

Agenda Item: 5F	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: March 29, 2023
Subject: Wheel to Surf Event	Division: Administration

Background:

The Coastal Adaptive Sports, Adaptive Surf Project & Surfing Association SC North East is requesting approval to conduct the Wheel to Surf on Saturday and Sunday, May 20-21, 2023.

The event will be held from 8:00 AM until 5:00 PM each day. Setup will begin at 7:00 AM and dismantling will take place at 5:00 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 _____ 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, March 27, 2023 2:41 PM
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	Adaptive Surf Project, Coastal Adaptive Sports and Eastern Surfing Association SC North East
Chief Officer of Organization	Luke Sharp, Director of Adaptive Surf Project
Applicant Name	Luke Sharp
Address	314 34th Ave N, North Myrtle Beach, SC 29582
Daytime Phone Number	8434435153
Evening Phone Number	8434435153
Fax	<i>Field not completed.</i>
On-Site Contact Person	Luke Sharp
Pager / Cell Phone Number	8434435153
Is the city a co-sponsor?	No

II. Event Information

Event Name	Wheel to Surf
Purpose of Event	On Saturday we are hosting the "Wheel to Surf" where we take individuals who happen to have a disability surfing. On Sunday, we are hosting the "Anderson Estep Surf Contest" all at the same location.

Event Date(s)	5/20/2023
Event Date(s)	5/21/2023
Total Expected Attendance	200
Location	Northeast side of the Cherry Grove Pier (left side if facing the ocean) safe and legal distance from the pier.
Event Hours	8:00 AM - 5:00 PM
Set-Up Hours	7:00 AM - 8:00 AM
Dismantle Hours	5:00 PM - 6:00 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	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
Street Two	<i>Field not completed.</i>
Date / Time Closed	<i>Field not completed.</i>
Date / Time Opened	<i>Field not completed.</i>
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?	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	5
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?	Yes
Please describe.	Breakfast and Lunch will be served for free to participants.
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?

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:

[IMG_0559.pdf](#)

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	Luke Sharp
Date	3/27/2023
Name of Applicant	Luke Sharp
Title	Director of Adaptive Surf Project
Applicant Email	luke.sharp@adaptivesurfproject.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.

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

All e-mail correspondence to and from this address may be subject to public disclosure under the South Carolina Freedom of Information Act (FOIA). This correspondence is intended exclusively for the individual or entity to which it is addressed and may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure.

Cherry
Carove
Pier

Surfing

TENTS

