

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 3, 2023

Agenda Item: 5H	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: March 29, 2023
Subject: Ocean Drive Shag Club Beach Party	Division: Administration

Background:

The Ocean Drive Shag Club is sponsoring the ODSC Beach Party/Birthday Bash on May 4 and August 22, 2023 from 5:00 PM to 7:30 PM.

Setup would begin at 5:00 PM and dismantling would begin at 7:30 PM.

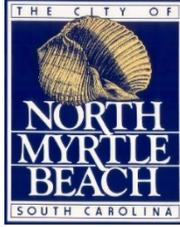
All applicable departments have signed off on the special event via email or verbally.

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: Tuesday, March 28, 2023 3:21 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 Ocean Drive Shag Club

Chief Officer of Organization Donna Williams

Applicant Name Donna Williams

Address P O Bx 933 North Myrtle Beach, SC 29597

Daytime Phone Number 843-877-9445

Evening Phone Number same

Fax *Field not completed.*

On-Site Contact Person Donna Williams

Pager / Cell Phone Number 843-877-9445

Is the city a co-sponsor? No

II. Event Information

Event Name ODSC Beach Party/~~2nd~~ QTR Birthday Bash *2nd + 3rd QTR*

Purpose of Event Have members be able to dance barefoot on the beach

Event Date(s) 5/4/2023 *& 8/22/2023*

Event Date(s) *Field not completed.*

Total Expected Attendance	50-100
Location	In front of Pavillion
Event Hours	5:00 PM - 7:30 PM
Set-Up Hours	5:00 PM
Dismantle Hours	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	n/a
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?	Yes

Number of Stages	0
Number of Bands	0
Type(s) of Music	DJ
Time Music Will Start & Stop	5:00 PM - 7:30 PM
Name of Band(s)	n/a DJ
Will there be any tents or canopies at the proposed event site?	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?	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?	N/A
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.	n/a

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)? 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: *Field not completed.*

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	Donna Williams
Date	3/28/2023
Name of Applicant	OD Shag Club by Donna Williams
Title	Organizer
Applicant Email	donnaatodshagclub@gmail.com

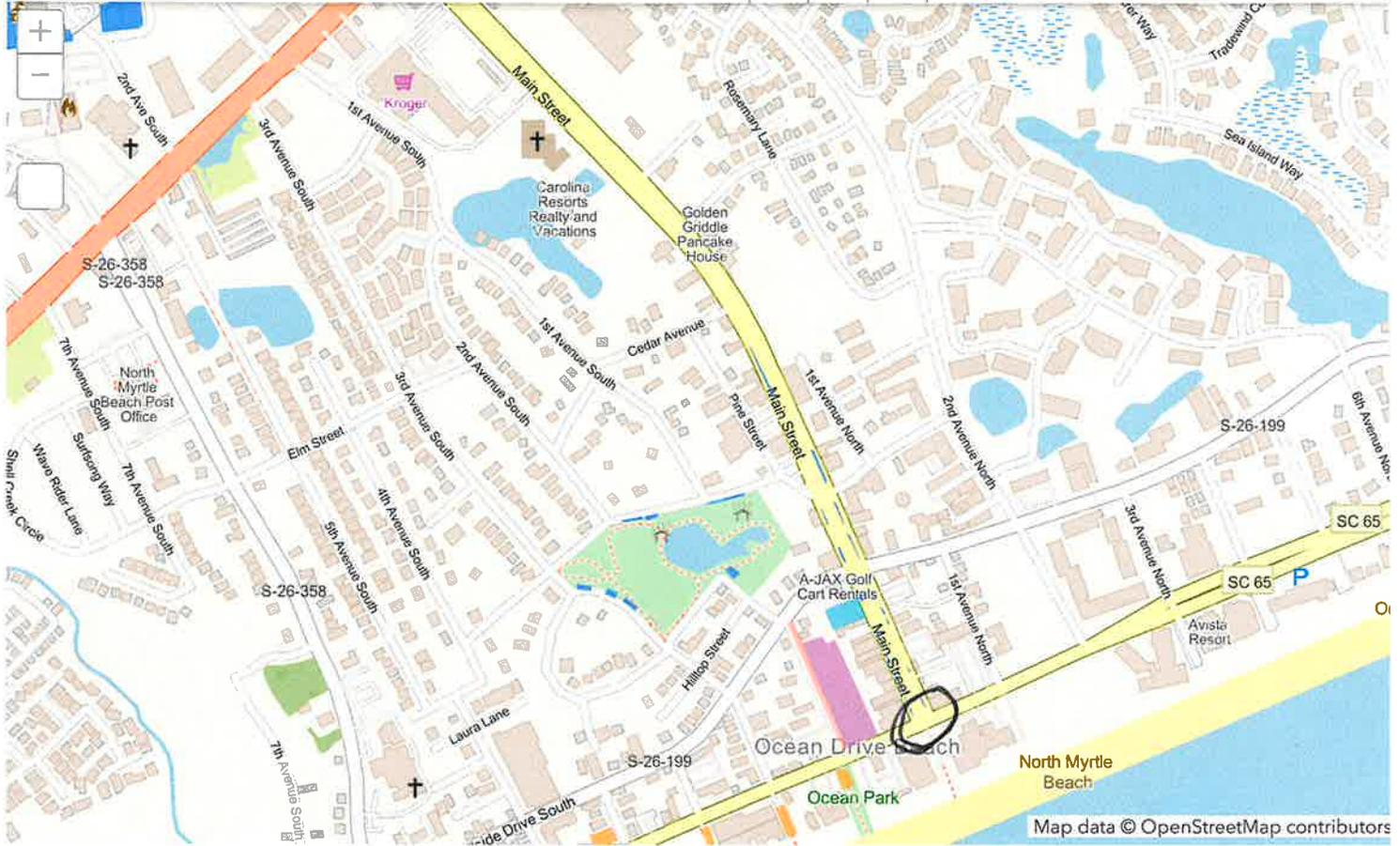
Mailing Information

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.](#)

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Entering at Howshoe & will make circle with chairs brought by attendees.