

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: July 10, 2023

Agenda Item: 5C	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: July 5, 2023
Subject: 9/11 Memorial Service	Division: Administration

**Background:**

The North Myrtle Beach Lions Club is sponsoring a 9/11 Memorial Service to honor the first responders from the attacks in NYC, PA and Washington, DC on September 11, 2001.

Setup would begin at 3:00 PM and dismantling would begin at 8:30 PM on September 11, 2023.

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

**Recommended Action:**

Approve the Special Event Permit Application.

Reviewed by Division Head	Reviewed by City Manager	Reviewed by City Attorney
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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: \_\_\_\_\_

## Westmoreland Angela C

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**From:** Galbreath Allison K  
**Sent:** Wednesday, June 21, 2023 10:08 AM  
**To:** Westmoreland Angela C  
**Subject:** FW: Online Form Submittal: Special Event / Festival Permit Application

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, June 13, 2023 12:01 PM  
**To:** Galbreath Allison K <akgalbreath@nmb.us>; Sylvester, Angel <lasylvester@nmb.us>; Gibbons, Matt <jmgibbons@nmb.us>; Fabbri Ryan L <rlfabbri@nmb.us>  
**Subject:** Online Form Submittal: Special Event / Festival Permit Application

### Special Event / Festival Permit Application

#### Instructions

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##### 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.*

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#### I. Applicant & Sponsoring Organization Information

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Sponsoring Organization Name North Myrtle Beach Lions Club

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Chief Officer of Organization Nils Regnell

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Applicant Name Nils Regnell

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Address 124 Retreat Place, Little River, SC 29566

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Daytime Phone Number 843-399-7923

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Evening Phone Number 843-399-7923

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Fax *Field not completed.*

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On-Site Contact Person Nils Regnell

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Pager / Cell Phone Number 603-769-9363

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Is the city a co-sponsor? Yes

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What is the name of the city contact person? Angel Sylvester

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## II. Event Information

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Event Name	9/11 Memorial Service
Purpose of Event	To honor the first responders from the attacks in NYC, PA and Washington DC on September 11, 2001
Event Date(s)	9/11/2023
Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	1500
Location	Horseshoe, NMB
Event Hours	6:30 PM - 8:30 PM
Set-Up Hours	3:00 PM - 6:00 PM
Dismantle Hours	8:30 PM - 9:30 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	Main Street
Date / Time Closed	9/11/2023 6:00 PM
Date / Time Opened	9/11/2023 7:30 PM
Street Two	Oean Blvd
Date / Time Closed	9/11/2023 5:30 PM
Date / Time Opened	9/11/2023 8:30 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>

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## III. Event Description

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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	1
Number of Bands	1
Type(s) of Music	traditional American
Time Music Will Start & Stop	6:00 PM - 8:30 PM
Name of Band(s)	NMB Community Band
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?	Yes
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?	No
Will you require the use of City water?	No

Will you require Traffic Control? Yes

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Will you require the use of City Personnel for trash removal? No

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Please list any other services you are requesting from the City of North Myrtle Beach. Barricades placed on Main street and Ocean Blvd

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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

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Will admission fees be charged to attend the event? No

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

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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.

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Attach a site map of the proposed event site indicating the locations of the following items: [Map 9 11.pdf](#)

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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	Nils Regnell
Date	6/13/2023
Name of Applicant	Nils Regnell
Title	President NMB Lions Club
Applicant Email	<a href="mailto:nregnell124@gmail.com">nregnell124@gmail.com</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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