

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: July 10, 2023

Agenda Item: 5E	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: July 5, 2023
Subject: Winter Run	Division: Administration

Background:

Coastal Race Productions, LLC is requesting approval for the Winter Run. This event is to be held on Saturday, January 20, 2024 between the hours of 8:00 AM and 10:45 AM. Set-up will begin at 5:00 AM and dismantling will begin at 10:45 AM.

Please see attached application, map, and street closure list.

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
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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, June 20, 2023 4:34 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	Coastal Race Productions
Chief Officer of Organization	Johnna Terragna
Applicant Name	Johnna Terragna
Address	620 Eastwood Park Rd 20-C Sunset Beach NC 28468
Daytime Phone Number	<i>Field not completed.</i>
Evening Phone Number	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
On-Site Contact Person	Johnna Terragna / David Hutnik
Pager / Cell Phone Number	910-713-3331
Is the city a co-sponsor?	Yes
What is the name of the city contact person?	Angel Sylvester

II. Event Information

Event Name	Winter Run
Purpose of Event	Promote Health & Fitness with a Sports Tourism Focus
Event Date(s)	1/20/2024

Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	800
Location	220 Main St North Myrtle Beach, SC 29582
Event Hours	8:00 AM - 10:45 AM
Set-Up Hours	5:00 AM - 8:00 AM
Dismantle Hours	10:45 AM - 11:30 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	Main St between Ocean Blvd & Hillside Dr
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Date / Time Closed	1/20/2024 5:00 AM
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Date / Time Opened	1/20/2024 11:30 AM
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Street Two	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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Street Three	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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Street Four	<i>Field not completed.</i>
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Date / Time Closed	<i>Field not completed.</i>
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Date / Time Opened	<i>Field not completed.</i>
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III. Event Description

Does the event involve the sale of alcoholic beverages?	No
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Has State Permit been applied for or received?	N/A
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Will items or services be sold at the event?	No
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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	3 - 4
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?	Yes
Number of Portable Toilets	11 - 12 (1 per 75 participants)
Number of Americans with Disabilities Act (ADA) Accessible Toilets	1
Will you require the use of City electricity?	Yes
Will you require the use of City water?	No
Will you require Traffic Control?	Yes
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.

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?

Yes

Please provide the amount(s).

\$25 - \$65

Will fees be charged to vendors to participate in this event?

Yes

Please provide the amount(s).

\$250 - \$1000

If the sponsoring organization is not a "tax exempt, non-profit" organization, will donations be made to any charitable organization(s)?

Yes

Please list the names of the organization(s) and the expected amount of donation.

Grand Strand Running Club Scholarship Fund

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:

[THE WINTER RUN.png](#)

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 Johnna Terragna

Date 6/20/2023

Name of Applicant Johnna Terragna

Title *Field not completed.*

Applicant Email johnna@coastalraceproductions.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.](#)



START

MAIN ST
BARRICADE TRAILER

FINISH
TIMER
DJ

PORTA JOHNS
VENDORS
TRASH
CRP Trailer
Packet Pick-Up

VOLUNTEER PARKING

TER RUN