

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: August 21, 2023

Agenda Item: 5A	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: August 16, 2023
Subject: Annual North Myrtle Beach Christmas Parade	Division: Administration

Background:

Destination North Myrtle Beach and the City of North Myrtle Beach are requesting approval for the Annual North Myrtle Beach Christmas Parade to be held on Saturday, December 02, 2023. This event will be held from 5:30 PM until 7:00 PM. Set up will begin at 3:00 PM and dismantling will take place from 7:30 PM to 8:30 PM.

Please see original application, map, and list for street closures 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: _____

Westmoreland Angela C

From: noreply@civicplus.com
Sent: Wednesday, July 26, 2023 1:58 PM
To: Galbreath Allison K; Sylvester, Angel; Gibbons, Matt; Fabbri Ryan L; Westmoreland Angela C
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	Destination North Myrtle Beach
Chief Officer of Organization	Cheryl Kilday, President
Applicant Name	Erin Graham
Address	1521 Hwy 17 South, North Myrtle Beach
Daytime Phone Number	843-361-3045
Evening Phone Number	843-450-7754
Fax	843-280-2930
On-Site Contact Person	Erin Graham
Pager / Cell Phone Number	843-450-7754
Is the city a co-sponsor?	Yes
What is the name of the city contact person?	Angel Sylvester

II. Event Information

Event Name	Annual NMB Christmas Parade
Purpose of Event	To provide a holiday event for locals and visitors.

Event Date(s)	12/2/2023
Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	2000
Location	Main Street, NMB
Event Hours	5:30 PM - 7:30 PM
Set-Up Hours	3:00 PM - 5:30 PM
Dismantle Hours	7:30 PM - 8:30 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	Ocean Blvd 11th Ave N to 1st Ave S
Date / Time Closed	12/2/2023 3:30 PM
Date / Time Opened	12/2/2023 7:00 PM
Street Two	Main Street - Ocean Blvd to Ye Olde Kings Hwy
Date / Time Closed	12/2/2023 5:00 PM
Date / Time Opened	12/2/2023 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>

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	1
Number of Bands	0
Type(s) of Music	Christmas
Time Music Will Start & Stop	<i>Field not completed.</i>
Name of Band(s)	N/A
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?	No
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?

No

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

Yes

Please provide the amount(s).

Business \$100, Individual/Family \$35, Queens \$35, Non-profit \$25, Floats \$650

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:

[Parade Route.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	Angel Sylvester
Date	7/26/2023
Name of Applicant	Angel Sylvester
Title	<i>Field not completed.</i>
Applicant Email	lasylvester@nmb.us

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.



Blue Line - Parade Line Up , Red Line - Parade Route , Green Line - End of Parade
Yellow Lines - Participants can pull off in any of these locations to unload but cannot stop or block the parade. If a route is presently being blocked remaining participants will be told to continue on to another location