

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: August 21, 2023

Agenda Item: 5B	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: August 16, 2023
Subject: North Myrtle Beach Rotary Beach Day of Giving	Division: Administration

Background:

The North Myrtle Beach Rotary Club is requesting approval to conduct the Beach Day of Giving on Saturday, September 16, 2023. The club will be donating 2 handicapped wheelchairs in the Adaptive Surf Project's name. Local disabled veterans will be invited.

The event will be held from 11:00 AM until 3:00 PM. Set up will begin at 10:00 AM and dismantling will start at 3:00 PM.

Please see 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: _____

Westmoreland Angela C

From: noreply@civicplus.com
Sent: Thursday, July 27, 2023 2:11 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 North Myrtle Beach Rotary Club

Chief Officer of Organization James C. Pease

Applicant Name James C. Pease

Address 1221 Tidewater Dr #2421 NMB, SC 29582

Daytime Phone Number (843)455-6850

Evening Phone Number *Field not completed.*

Fax *Field not completed.*

On-Site Contact Person James C. Pease

Pager / Cell Phone Number (843)455-6850

Is the city a co-sponsor? No

II. Event Information

Event Name NMB Rotary Beach Day of Giving

Purpose of Event The North Myrtle Beach Rotary Club will be donating (2) handicap beach wheelchairs in Adaptive Surf Projects name. Chairs will be stored at Baywatch Resort and will be available for public use. The NMB Rotary club will also be engaging with

Adaptive Surf Project and others with disabilities in helping those with disabilities go surfing and have beach day. The NMB Rotary club will also be inviting our local disabled veterans. The NMB Rotary Club would ask to have full access to the new parking lot behind the Baywatch parking garage. Baywatch has offered thier parking garaghe and over flow lot for the event.

Event Date(s)	9/16/2023
Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	175
Location	Baywatch Resort Beach
Event Hours	11:00 AM - 3:00 PM
Set-Up Hours	10:00 AM - 11:00 AM
Dismantle Hours	3:00 PM - 4:00 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?	N/A
Will there be any tents or canopies at the proposed event site?	Yes
Number of Tents	up to a dozen
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?	N/A
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.	Complete use of new paid parking lot behind the Baywatch parking garage

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?	No
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.	Adaptive Surf Project (2) handicap beach accessible beach chairs

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_6457.jpg
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VI. Security

Will this event require security to handle the event?	No
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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

James C. Pease

Date

7/27/2023

Name of Applicant

James C. Pease

Title

President

Applicant Email

jcpadvertise@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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HOLLY DR

PERRIN DR



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