

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: October 16, 2023

Agenda Item: 5B	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: October 3, 2023
Subject: Fun in the Sun	Division: Administration

**Background:**

Fun in the Sun is requesting approval for a Car Cruise and Car Show on October 28, 2023. The event will be held between the hours of 6:00 AM and 3:00 PM. Set-up will begin at 5:30 AM and dismantling will begin at 3:00 PM.

Please see attached application and map.

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

**Recommended Action:**

Approve or deny the Special Event Application

Reviewed by Department 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: \_\_\_\_\_

# 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 Fun in the Sun

Chief Officer of Organization Carol H Huff

Applicant Name Carol H Huff

Address 140 Tom Everhart Rd Lexington, NC

Daytime Phone Number 336-880-5031

Evening Phone Number 336-880-5031

Fax *Field not completed.*

On-Site Contact Person Benny Huff

Pager / Cell Phone Number 336-918-5812

Is the city a co-sponsor? No

## II. Event Information

Event Name Fun in the Sun

Purpose of Event Car Cruise in and showing of cars

Event Date(s) 10/28/2023

Event Date(s) 10/28/2023

Total Expected Attendance 400

Location Main Street North Myrtle Beach

Event Hours 6:00 AM - 3:00 PM

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Set-Up Hours 5:30 AM - 6:00 AM

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Dismantle Hours 3:00 PM - 3:30 PM

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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:

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Street One Main Street

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Date / Time Closed 10/28/2023 6:00 AM

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Date / Time Opened 10/28/2023 3:00 PM

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Street Two *Field not completed.*

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Date / Time Closed *Field not completed.*

---

Date / Time Opened *Field not completed.*

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Street Three *Field not completed.*

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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Street Four *Field not completed.*

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Date / Time Closed *Field not completed.*

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Date / Time Opened *Field not completed.*

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### III. Event Description

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Does the event involve the sale of alcoholic beverages? No

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Has State Permit been applied for or received? No

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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

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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?	No
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
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.	Block off Hillside at the intersection so that cars cannot enter Main Street. Block off Ocean Drive so that cars cannot enter Main St. Block off the Horseshoe so that cars cannot enter Block off
<b>IV. Fees &amp; Proceeds</b>	
Is the sponsoring organization a "tax exempt, non-profit" organization as	No

defined by the Internal Revenue Service (IRS)?

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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)? Yes

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Please list the names of the organization(s) and the expected amount of donation. Shriners Children's Hospital

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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: [MNB map for FITS.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,*

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*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.
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Electronic Signature	Carol H Huff
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Date	10/3/2023
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Name of Applicant	Carol H Huff
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Title	President
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Applicant Email	<a href="mailto:carol@carolhuff.com">carol@carolhuff.com</a>
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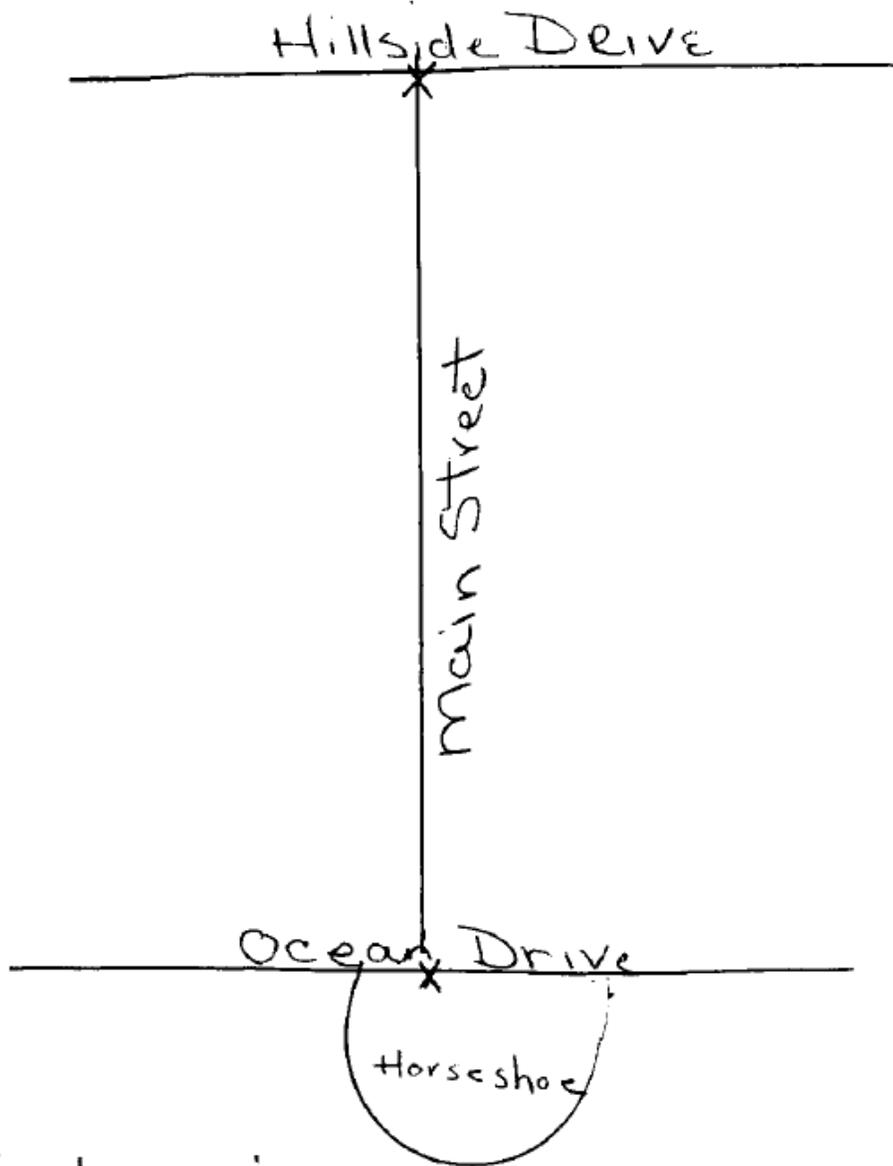
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**Mailing Information**  
*The original application should be clearly printed or typed and mailed to City of North Myrtle Beach, Attention: Administration, Event/Festival Application, 1018 2nd Avenue S, North Myrtle Beach, SC 29582.*

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Anyone with questions should call Allison Galbreath at 843-280-5604.

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X = barricades