

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: October 16, 2023

Agenda Item: 5C	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: September 25, 2023
Subject: ShamROCK-n-Run NMB	Division: Administration

**Background:**

Coastal Race Productions is requesting approval to conduct the event “ShamROCK n Run NMB” on Saturday, March 23, 2024. The event will be held from 7:00 AM until 10:30 AM. Set up will be between the hours of 4:00 AM and 7:00 AM. Dismantling will take place from 10:30 AM to 11:30 AM.

Please see original application, maps, and list for street closures attached.

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

**Recommended Action:**

Approve or deny the Special Event Application

Reviewed by Department Head	Reviewed by City Manager	Reviewed by City Attorney
-----------------------------	--------------------------	---------------------------

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	Coastal Race Productions
Chief Officer of Organization	Johnna (JoJo) Terragna
Applicant Name	Johnna Terragna
Address	620 Eastwood Park Rd, 20-C
Daytime Phone Number	9107133331
Evening Phone Number	9107133331
Fax	<i>Field not completed.</i>
On-Site Contact Person	JoJo Terragna
Pager / Cell Phone Number	910-713-3331
Is the city a co-sponsor?	No

## II. Event Information

Event Name	ShamROCK-n-Run NMB
Purpose of Event	Sports Tourism & Promote Health and Wellness in our Community
Event Date(s)	3/23/2024
Event Date(s)	<i>Field not completed.</i>
Total Expected Attendance	1500
Location	220 Main St, North Myrtle Beach

Event Hours 7:00 AM - 10:30 AM

Set-Up Hours 4:00 AM - 7:00 AM

Dismantle Hours 10:30 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 and Hillside

Date / Time Closed 3/23/2024 4:00 AM

Date / Time Opened 3/23/2024 11:30 AM

Street Two S Ocean Blvd (Outside Southbound Lane) between Main St and 14th Ave S

Date / Time Closed 3/23/2024 6:45 AM

Date / Time Opened 3/23/2024 7:30 AM

Street Three 2nd Ave N (Southbound Lane) between Ye Olde Kings Hwy and Hillside Dr

Date / Time Closed 3/23/2024 7:00 AM

Date / Time Opened 3/23/2024 9:00 AM

Street Four N Ocean Blvd (Outside Southbound Lane) between Spring St and Main ST

Date / Time Closed 3/23/2024 7:15 AM

Date / Time Opened 3/23/2024 10:30 AM

### III. Event Description

Does the event involve the sale of alcoholic beverages? Yes

Please describe. Hosting a Beer Garden for participants and will obtain necessary permit.

Has State Permit been applied for or received? No

Will items or services be sold at the event?	No
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	4 - 6 Pop Up Tents
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?	Yes
Please describe.	BBQ cooked off-site and served race morning to participants
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	20 - 25
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)? No

Will admission fees be charged to attend the event? Yes

Please provide the amount(s). Race registration fees range from \$24 - \$79

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

Please provide the amount(s). Various sponsorship levels

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 Kiwanis Club, Holy Trinity School, Combat Vets Association, Jr. Beta Club

expected amount of donation.

---

## 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: [NMB Site Plan.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 9/7/2023

---

Name of Applicant Johnna Terragna

---

Title Race Director

---

Applicant Email [johnna@coastalraceproductions.com](mailto: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.

---



## Half Marathon, 10K & 5K

We are excited and gearing up for the 2024 ShamRock-n-Run Race to be held on March 23rd. Along with our online application I have uploaded our race routes as well as a few special requests listed below. We are always happy to answer any questions and enjoy working with the City of North Myrtle Beach and it's employees very much.

JoJo Terragna - (910) 713-3331

David Hutnik - (910) 363-7776

### **EVENT REQUESTS:**

- 3/20 - Use of Main St parking lots for trailers.
- 3/20 - Displaying "Event Weekend - No Overnight Parking" signs that we provide.
- 3/21 - Marking race route with signs and arrows.
- 3/22 - Portable Toilets placed at Main St parking lot and approved water stops.
- 3/22 - BBQ and Beer Vendors set up in Main St parking lot.
- 3/22 - Rent the Rec Center Gym for packet pick-up.
- 3/22 - 20 Trash Receptacles
- 3/23 - 7:00am All Races Start

Table 1

<b>TURN BY TURN DIRECTIONS</b>		
<b>DIRECTION</b>	<b>STREET</b>	<b>INSTRUCTIONS</b>
<b>HALF MARATHON</b>		
START	N MAIN ST	Southbound Lane
RIGHT	S OCEAN BLVD	Outside Westbound Lane - With Traffic
RIGHT	14TH AVE SOUTH	Against Traffic
LEFT	HOLLY DR	Against Traffic
RIGHT	26TH AVE SOUTH	Against Traffic
RIGHT	HILLSIDE DR	On Right With Traffic
LEFT	MAIN ST	Cross and Use Outside Lane With Traffic
RIGHT	YE OLDE KINGS HWY	With Traffic
RIGHT	2ND AVE N	With Traffic
LEFT	HILLSIDE DR	With Traffic
LEFT	18TH AVE N	Against Traffic
STRAIGHT	SPRINGLAND	Against Traffic
T/A	SPRINGLAND	Left to Right Against Traffic
LEFT	PRINCE WILLIAM RD	Against Traffic
RIGHT	PRINCESS ANNE RD	Against Traffic
RIGHT	11TH AVE N	With Traffic
RIGHT	CAPTAIN HOOKS WAY	Against Traffic
LEFT	BONNET DR	Against Traffic
RIGHT	SEA HOPE WAY	With Traffic
RIGHT	GRAYBILL LANE	RUNNING BEHIND HOBBY LOBBY
RIGHT	SEABROOK PLANTATION WAY	With Traffic
LEFT	SURF ESTATES WAY	With Traffic
RIGHT	MARSH POINTE	With Traffic
RIGHT	SURF POINTE DR	With Traffic
SLIGHT RIGHT	20TH AVE N	With Traffic
RIGHT	SPRING ST	With Traffic
STRAIGHT	N OCEAN BLVD	Far Right With Traffic
RIGHT	MAIN ST	With trafficTo finish
<b>10K</b>		
START	N MAIN ST	Southbound Lane
RIGHT	S OCEAN BLVD	Outside Westbound Lane - With Traffic
RIGHT	14TH AVE SOUTH	On Right With Traffic
RIGHT	HILLSIDE DR	On Right With Traffic
LEFT	MAIN ST	Cross and Use Outside Lane With Traffic
RIGHT	YE OLDE KINGS HWY	With Traffic
RIGHT	2ND AVE N	With Traffic
LEFT	HILLSIDE DR	With Traffic

RIGHT	13TH AVE N	With Traffic
RIGHT	N OCEAN BLVD	Far Right With Traffic
RIGHT	MAIN ST	With trafficTo finish
<b>5K</b>		
START	N MAIN ST	Southbound Lane
RIGHT	S OCEAN BLVD	Outside Westbound Lane - With Traffic
RIGHT	7TH AVE S	On Right With Traffic
RIGHT	HILLSIDE DR	On Right With Traffic
LEFT	MAIN ST	Cross and Use Outside Lane With Traffic
RIGHT	YE OLDE KINGS HWY	On Right With Traffic
RIGHT	2ND AVE N	On Right With Traffic
LEFT	HILLSIDE DR	On Right With Traffic
RIGHT	3RD AVE N	On Right With Traffic
RIGHT	N OCEAN BLVD	On Right With Traffic
RIGHT	MAIN ST	With Traffic To Finish



HILLSIDE DR N

N OCEAN BLVD

VOL HT

CR/AWARD

MCLEOD

TB

KI

HC

FF

BBQ

BEER

FINISH

DJ TIMER

MAIN ST

START

PARKING  
-TIMER  
-DJ  
-BBQ  
-CRP

PORT-A-JONS