

**REQUEST FOR CITY COUNCIL CONSIDERATION**

Meeting Date: November 6, 2023

Agenda Item: 5	Prepared for: Mike Mahaney, City Manager
Agenda Section: Consent: Motion to Approve	Date: November 1, 2023
Subject: Myrtle Beach Tours Beach Games	Division: Administration

**Background:**

Myrtle Beach Tours is requesting approval for various beach games on November 18, 2023. The games will be held between the hours of 8:45 AM and 5:45 PM. Set-up will begin at 8:45 AM and dismantling will begin at 5:00 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 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: \_\_\_\_\_

## Westmoreland Angela C

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 1, 2023 11:50 AM  
**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

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##### 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.*

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#### I. Applicant & Sponsoring Organization Information

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Sponsoring Organization Name Myrtle Beach Tours

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Chief Officer of Organization Monroe Baldwin

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Applicant Name Monroe

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Address 109 Ash Street

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Daytime Phone Number 8432223534

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Evening Phone Number *Field not completed.*

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Fax *Field not completed.*

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On-Site Contact Person Monroe

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Pager / Cell Phone Number 8432223534

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Is the city a co-sponsor? No

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#### II. Event Information

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Event Name Beach Games

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Purpose of Event Set up vollyball, cornhole, flaggs

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Event Date(s) 11/18/2023

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Event Date(s) *Field not completed.*

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Total Expected Attendance	<i>Approx. 130</i>
Location	Beach at 2nd
Event Hours	South 8:45 AM -
Set-Up Hours	5:45 PM 8:45 AM -
Dismantle Hours	9:00 AM 5:00 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?	No

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?	N/A
Will you provide portable toilets for the general public attending the event?	Yes
Number of Portable Toilets	1
Number of Americans with Disabilities Act (ADA) Accessible Toilets	<i>Field not completed.</i>
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?	N/A
Please list any other services you are requesting from the City of North Myrtle Beach.	extra trashcans at he 2nd Ave beach access. Not a big deal, but nice if possible

**IV. Fees & Proceeds**

Is the sponsoring organization a "tax exempt, non-profit" organization as	No
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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. Womans club

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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: [20231101\\_114645.jpg](#)

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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, 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*

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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

monroe g baldwin

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Date

11/1/2023

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Name of Applicant

monroe g baldwin

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Title

director

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Applicant Email

[admin@myrtlebeachtours.com](mailto:admin@myrtlebeachtours.com)

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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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Email not displaying correctly? [View it in your browser.](#)

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11/18/2023

DATE

2ND SOUTH

MAIN STREET

1ST NORTH

OCEAN BLVD

VOLLEY BALL  
15 FLAGS  
1 FRATERNITY FLAG  
2 SPIKE BALL  
4 CORN HOLE  
1 EXTREME PONG

Gabriel Sahley  
Appalachian State University 130 people  
2nd Ave South (On beach) Phi Delta Theta

